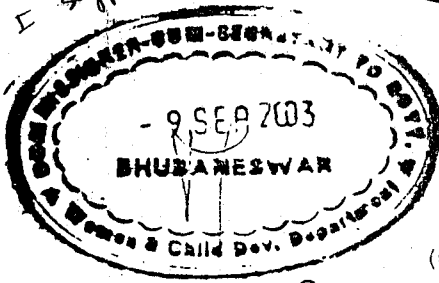


DS (WCD)
Your copy I suppose!

SSH

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Website : <http://www.wcd.nic.in>



भारत सरकार
मानव संसाधन विकास मंत्रालय
(महिला एवं बाल विकास विभाग)
शास्त्री भवन, नई दिल्ली-110 001

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF WOMEN & CHILD DEVELOPMENT)
SHASTRI BHAWAN, NEW DELHI-110 001

Kasturi Gupta Menon
SECRETARY
Tel. : 23383586, Telefax : 23381495
E-mail : secy.wcd@sb.nic.in

B
PKA
16-9-03

5226
9/9/03
September 1, 2003

D.O.No.9-1/2003-SSH

Dear

May I invite your attention to the Central Scheme under which voluntary organizations are given Grant-in-Aid to run **Short-Stay Homes** for women and girls who are deprived of social support due to family problems, mental stress, social ostracism etc., and where they can be temporarily rehabilitated by providing facilities for shelter, food and medical care? A copy of the scheme is enclosed for ready reference.

This department had communicated a decision directing that all proposals for setting up new Homes under the above scheme would first have to be cleared by the respective State Level Empowered Committees whose composition was to be as follows:-

1. Principal Secretary/Secretary (WCD/SW) of the State/UT - Chairperson
2. Secretary, State Social Welfare Advisory Board - Member
3. A representative of the Department of Finance - Member
4. Chief Government Architect of the State Public Works Department or his representative - Member
5. Two eminent social workers to be nominated by the State Government - Members
6. Director, S.W./WCD - Member Secretary

3. Please constitute the State Level Empowered Committees immediately, (if not already done), and scrutinize the proposals in accordance with the check-list attached.

4. The following proposals as per Statement 'A' are enclosed.

5. The proposals recommended by the State Level Empowered Committee must be forwarded to this Department by 18th September, 2003.

6. The above time schedule may please be adhered to, as the Project Sanctioning Committee will meet on September 25th to scrutinize and sanction the proposals for the year 2003-04.

With regards,

Yours sincerely,
Sd/-

(Kasturi Gupta Menon)

Encl : As above

Copy to:-

- i. Secretaries in charge of Women & Child Development Department of all States/UTs
- ii. Smt. Vijaya Srivastava, Executive Director, Central Social Welfare Board, B-12, Tara Crescent, Qutab Institutional Area, New Delhi - with the request that the proposals pending with the CSWB may also similarly be returned to the States/UTs under intimation to this Department.

Menon . 1. 9. 03

(Kasturi Gupta Menon)

SCHEME OF SHORT STAY HOMES FOR WOMEN AND GIRLS

1. The changing pattern of life, the rapid urbanisation and industrialisation and the resulting migration from rural to urban areas, the spread of education among women and the resulting problems of adjustment for first generation literates, the rising cost of living and the need for women members of the family to make an independent earning, creates problems which many women and girls do not find themselves adequately equipped to face. The break-up of social institutions like the joint family contributes considerably in creating problems of adjustment for women and young girls. Cases of marital conflict and emotional disturbance occur. They require help and guidance to regain confidence in themselves to meet the situation and to acquire skills to become self-reliant and to develop, relationships with people that could help in the re-establishment of their status in society. For meeting the situation, institutional services where counselling and guidance, medical and psychiatric check-up and treatment, facilities of development of skills and relationships are provided, could prove useful. The effort has to be to help the women to rehabilitate themselves within a short period of time. In this line of thinking, Short Stay Homes were established a decade ago through voluntary organisations. An evaluative study was conducted recently to assess the impact of institutional programmes on residents and discharged residents. It appears from the study that the scheme has considerably helped the girls and women facing crisis in their lives.

Admission Policy and Procedure

2. The admission policy and procedure for the admission of the women in such homes is the most vital aspect of the service to be offered. The admission policy should categorise the women who should be accorded priority in admission. The scheme should focus on women and girls belonging to the disadvantaged and under privileged groups.

3. These homes are meant primarily for those women and girls who are either exposed to moral danger or are victims of family discord and the resulting strain of relationship or emotional disturbances. These Homes should not be equated with destitute homes or orphanages or homes for the aged and infirm.

4. The first series of interviews by the social worker and the primary stage diagnosis of the problem are most vital in deciding the rehabilitation programmes for the applicants. If, on diagnosis, it is found that facility provided at the Home are suited to meet the problem, the applicant may be admitted and provided services for her rehabilitation. If it is found that the services offered at the Home would not meet the problem of the applicant, she should be referred to other suitable institutions in the community.

5. In case a girl comes for shelter on her own without any reference, information about her admission should be sent to the nearest Police Station.

6. A Medical checkup of every resident will be necessary, within three days of her admission. This can be done by the part-time doctor and a proper report should be kept on record. Cases needing urgent medical attention should be referred to hospitals.

7. Blood test for V.D.R.L. will be strongly advisable. Vaccination and inoculation for contagious and infectious diseases may also have to be done.

8. If the resident brings any valuables with her (gold, silver, jewellery etc.) the details will be entered in a register meant for the purpose and countersigned by the Superintendent and the resident. The valuables will be kept in safe custody and handed over to the resident when she leaves the institution.
9. A system of case records of each resident should be maintained for proper follow-up. When women and girls either come to such homes on their own or are referred by others for help, the first important step is to know their social background, the cause of their unhappiness and the problem of adjustment that they are facing. A specialised interview and social case work service has to be developed by the social worker incharge of the new entrant to decide whether the facilities available at the institutin could be of help to the applicant or whether other institution could be more use to them.

Treatment at the Home.

10. After granting admission to the home, when the interview and diagnosis are completed, the women is to be given the required services which would include medical care, counselling, occupational therapy, social facilitation in adjustment, educational, vocational recreational and cultural activities etc., according to individual requirements. Illiterate women should be taught to read and write. Basic mathematical skills, facilities available at post offices, banks, etc. should be laught. Formal non-formal and adult education programmes should be evolved, depending upon the needs of the residents. The vocational training programmes in the homes should have linkage with the training facilities available in other organisations outside the homes. The various vocational training programmes implemented by the Government may also be availed of. There should be facilities for organised recreation and group activities. Indoor and outdoor games should be provided. Girls should be taken out for cultural shows, outings, movies, exhibitions etc., at least once a month. Prolonged stay should be discouraged. The period of stay should normally extend from 6 months to 3 years.
11. There should be proper follow-up studies on discharged residents to ensure a smooth re-integration into the community and the family. It is also necessary to establish linkages with aftercare institutions run by the State Governments and other voluntary organisations.
12. Out of the total capacity of accommodation 5 to 10 seats will be kept reserved for such deserving women (with children if necessary) who would come to the city or district for legal matters. Alternately 5 to 10 seats may be increased in existing Short Stay Home for these special category of cases. A worker may be appointed who will deal with their cases and escort them to the court.
13. Public awareness should be created for the rehabilitation of women discharged from those homes. The institution should have a proper and collective follow-up programme and case records should consist of follow-up notes at least for five years after discharge. For this purpose, the voluntary organisations running these homes should make earnest efforts to find suitable individual placement as well as to educate people regarding the objectives of the homes. The mass communication media should be utilised for this purpose. Community leaders should be involved in the working of these homes through the managing committees. A Home committee should also be setup for each institution seperately representing Government and non-government agencies to review every case after three months and decide on the continuation of the stay of the resident in the Home.
14. Festivals pertaining to all religions should be celebrated besides Republic Day and independence Day and the birthdays of the girls.

15. The residents should be allowed to meet visitors which include parents/guardians/close relatives. The list of visitors will be scrutinized by the Superintendent/Case Worker. Visitors will be allowed on Sundays from 4 p.m. to 6 p.m.

16. Those women and girls whose parents or close relatives are alive will be granted 15 days leave during the year, in case they so desire. A proper leave application with the address of the place to be visited will be filled before the resident leaves the institution and this will be placed on record.

Definition of Voluntary Organisations.

17. For the purpose of this scheme, a voluntary organisation is:

- a) an institution or an organisation registered under the Societies Registration Act, 1860 (Act XXI of 1860);
- b) A public trust registered under any law for the time being in force.

Type of Voluntary Organisation Eligible for Assistance.

18. Financial assistance under the scheme may be given to institutions/organisations with experience in running Social Defence Programmes. Preference will be given to voluntary organisations that already have sufficient infrastructure to run the homes.

19. The following are the eligibility criteria for sanction of Short Stay Homes:-

- a) The NGO should have been registered as legal entity for a period of at least 2 years on the date of application.
- b) Its financial position should be sound;
- c) The NGO should be engaged in some full time women/community related activities;
- d) Location of the Short Stay Home should be at District/Block Headquarters or a town having population not less than 50,000 according to 1991 census; and
- e) Proposals from districts where 2 or more Short Stay Homes are running may not be considered. 'A' Class and 'A' 1 Class cities are exempted from this stipulation. Preference will be given to areas with concentration of SC/ST/OBC minority communities.

Categories of Women/Girls/Children to be Benefitted.

20. i) Those who are being forced into prostitution.
- ii) Those who as a result of family tension or discord, are made to leave their homes without any means of subsistence and have no social protection from exploitation and/or facing litigation on account of marital disputes.
- iii) Those who have been sexually assaulted and are facing the problem of re-adjustment in the family or society.
- iv) Victims of marital maladjustment, emotional disturbances and social ostracism.

Those who escape from their homes due to family problems, matrimonial torture and need shelter, psychiatric treatment and counselling for their rehabilitation and re-adjustment in family/society.

- vi) Girls between the age group of 15 to 35 years should be given preference SC/ST, Minority/disabled women also will be given preference.
- vii) Children accompanying the mother or born in the Home may be permitted to stay in the Home only upto the age of 7 years, after which they may be transferred to children's institutions or provided foster care facilities.
- viii) Temporary accommodation can be given to women who have come to the town to attend court cases or their legal matters.

Number of Residents in a Short-Stay Home

21. The Home should have an average of 30 residents at a time with facilities for a minimum of 20 and a maximum of 40 residents. Efforts have to be made, however, to give individual attention and treatment to each case. The number of residents, therefore, should be controlled by this very vital overriding clause.
22. In case the number of residents exceeds forty, the voluntary organisation should ask for another Short-Stay Home. This should be done only in this situation is likely to continue in future. Such expansion would, however, be subject to availability of funds with the Government and satisfactory performance by the institution.
23. The women facing court proceedings may be afforded all help. A case worker can escort them to court and help them with their cases. Their conveyance and other essential charges such as Court fee, stamp duty and other incidental charges like typing charge(including stationery) etc., which is absolutely necessary may be met by the institution. Apart from financial assistance, police protection should be arranged if necessary particularly during their journey to the court and back. This arrangement may not be needed for all cases, but for some cases police protection will be very much needed.

(Staffing Pattern, Salaries etc.)

RECURRING GRANTS

Amount in Rupees

Item	Assistance	
	Per month	Annual Expenditure
Superintendent	2,500	30,000
Training and Rehabilitation Officer	2,000	24,000
Social Case Worker	To be paid by NGO	
Medical Doctor (Part time)	600	7,200
Counsellor(Full time)	3,000	36,000
Clerk (Typing, Accounting and Store Keeper)	1,500	18,000
Chowkidar/Peon (two persons per Home)	800 each	19,200
A - Sub - Total	11,200	1,34,400
Office contingencies	-	10,000
Medical expenses	-	8,000
Maintenance of Residents(Presently the budgetary provision is Rs.263538/-annual)	-	1,80,000 Rs. 500 per resident p.m. for 30 residents
Rehabilitation expenses	-	15,000
Rent	4,000(C-class cities)	48,000
Pocket Money(average of 7 children per home)	175 (@Rs.25 per child)	2,100
Education for the children (average of 7 children per home)	-	3,850 (@Rs.550 per child)
B - Sub - Total (Based on rent for class c city)	Total: (a+b)	2,66,950 4,01,350

NON-RECURRING GRANT

7A

Assistance for office furniture, beds, bedding, machines and other items of permanent use by the residents	35000 (One-time assistance)
Recreation & Development activities(TV, Radio and Indoor Games)	15000 (One-time assistance)
Total (in the 1 st year)	451350

@ To be increased at the rate of 10% each year

To be increased at the rate of 15% after every 3 years

The rent in A & A1 class cities will be Rs.8,000/- per month and Rs.6,000/- p.m. in 'B' class cities.

Deptt. of WCD may retain an amount not exceeding Rs.10.00 lakhs annually for training of Staff, innovative strategy, production centre, documentation etc.

Accommodation in a Short Stay Home

24. The Short Stay Home should be housed in a safe and secure building. The Home should have at least 900 sq. ft. dormitory space, kitchen of 150 sq. ft., 3 toilets and washrooms and an Office Room for the Home. The building should be well maintained with fire fighting arrangement and rooms should be properly ventilated. Basic amenities such as water, electricity etc. should be available in the building.
25. The Home will make maximum use of the existing community resources, like training Centres, Employment Bureau, Recreation Clubs, Hospitals, Dispensaries etc. in ensuring the proper running of the institution and rehabilitation of the residents.

Training cum Production Centre

26. Assistance of the Central Social Welfare Board or the Ministry can be sought to set up a Training-cum-Production Centre for the benefit of not only the residents but also the poor residents of the locality. Vocational Training Programme for which the State Social Welfare Advisory Board gives financial assistance should also be introduced in the Institution.

Bank Account

27. During the training period if the girls/women start earning, savings accounts should be opened in a Nationalised Bank in their names in order to enable them to have some funds of their own, when discharged from the Institution.

Location of Short-Stay Home

28. The Short Stay Home should be located at the District or Block Headquarters or a town having population of not less than 50,000 according to 1991 census.
29. The location of the Short Stay Home with its postal address and the name of the person in charge should invariably be intimated to the CSWB as soon as it is started. The Home should not be shifted without the prior approval of the CSWB.

- D. J. A.
30. The Government's assistance will be provided as mentioned above for running a Short Stay Home.
 31. While spending the grant sanctioned by the Government under this Scheme, the voluntary organisation should not exceed the maximum limit prescribed under the scheme on the admissible items of expenditure. The voluntary organisation may, if found necessary, make necessary and suitable changes in phasing their own budget however, subject to the condition that the maintenance charges should not be decreased.
 32. The Government assistance should not result in too much dependence on the part of the voluntary institutions on such help and the efforts of the voluntary sector should be to utilise the Government assistance for raising other resources for widening the scope of the programme with increasing voluntary contributions. This is desirable in order to provide the best possible services and assistance under the scheme with the resources of voluntary organisations supplementing the Government's grant.

Procedure for submission of Application:

33. Vide Department of Women and Child Development letter No.12-25/98 MSY dated 22-7-99, Child Development Programme Officers(CDPOs) have been designated as Nodal Officers for all schemes of Department of Women & Child Development. NGOs are required to submit three copies of parts A & B of the application in the prescribed proforma to CDPOs. If there is no CDPO in the project area the application may be submitted to the Women and Child Development Officer of Social Welfare Officer of the District.
34. The CDPO/Women & Child Development Officer/Social Welfare Officer will conduct pre-sanction appraisal and send report in part 'C' alongwith the proposal to Department of Women & Child Development. Second copy of the application and pre-sanction appraisal report will be submitted to the State Government who will furnish their recommendation in the prescribed proforma (Annexure-1D) to Department of Women & Child Development within a period of three months. If no recommendation is received within three months, it will be presumed that the State Government supports the proposal. Guidelines and proforma for Pre-sanction Appraisal are given at Annexure-1C. Third copy of the application and inspection report may be retained by the inspecting Officer for record. Deptt. of Women & Child Development will take final decision on the proposals and the decision will be communicated to the NGOs.

Role of Central Social Welfare Board(CSWB)

35. Implementation of this scheme has been transferred to the Central Social Welfare Board(CSWB) which will sanction admissible grants to Homes. However the Department of WCD would continue to deal with the policy matters of the scheme.

Conditions for Grants

36. Recurring grant will be released in two instalments annually. Non-recurring grant will be sanctioned only once, at the time of starting a new Short Stay Home.
37. The first instalment for a new Home will be released immediately after the Home has been sanctioned. The second instalment shall be released only after receipt of the unaudited accounts and the progress report of the previous period. In the following financial years the first instalment shall be released in the same manner.

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38. The second instalment in the second and subsequent years will, however, be sanctioned only after receiving the accounts audited by Chartered Accountants or Government auditors alongwith Utilisation Certificate in the prescribed form (Annexure-II) certified by Chartered Accountant/Govt. Auditor. The voluntary organisations should get their final accounts prepared in such a manner as to reflect the expenditure as per the prescribed pattern.
 39. A separate note for the guidance of the Chartered Accountants/Government Auditors is also enclosed which should be made available to them alongwith a copy of scheme before the utilisation certificates are given in respect of Government grant (Annexure-III).
 40. An institution/organisation in receipt of financial assistance shall be open to inspection by an officer of the Department of Women and Child Development, Ministry of Human Resource Development/Central/State Social Welfare Board or the State Social Welfare Department. The Institution shall maintain records in the Home as per Guidelines at Annexure IV.
 41. The accounts of the scheme shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
 42. The institution/organisation shall maintain a record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed of or utilised for purposes other than those for which grants were given without prior sanction of the Government of India. Should the institution/organisation cease to exist at any time, such properties will revert to the Government of India or disposed of in accordance with the orders given by the Government of India.
 43. When the State Government/Government of India/CSWB have reasons to believe that the sanctioned money is not being utilised for the approved purpose the payment of grant may be stopped and the earlier grants recovered.
 44. The institution must exercise reasonable economy in the work of the approved scheme.
 45. The institution must be open to all citizens of India without distinction of religion, race, caste or language.
 46. The grantee institution/organisation shall furnish to the Central Social Welfare Board and State Social Welfare Advisory Board, quarterly progress reports of the scheme in the prescribed proforma indicating in detail, both the physical achievements and position of expenditure on the approved items. A copy of the QPR is at Annexure V.
 47. If the CSWB/SSWAB, require clarification on any point not contained in the statements the institution shall supply it within the time specified by the CSWB/SSWAB.
 48. The grantee institution will confirm in writing that the conditions contained in the grant-in-aid rules are acceptable to it and will execute a bond in favour of the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case it fails to abide by the same it will refund to the Government total grant-in-aid sanctioned to it for this purpose with interest thereon.
 49. The implementing agency will ensure that adequate representation is given to the members of SC/ST in the employment generated through Government grants and submit a report to this effect.
- 3

50 Voluntary organisation may use their discretion for making internal adjustments on various items prescribed subject however to the maximum amount permissible and further provided that the maintenance expenditure of Rs. 500/- p.m. per resident is not decreased.

Termination of Grant

51. If the CSWB is not satisfied with the progress of the scheme, or if it finds that these rules are being violated, it reserves the right to terminate the grant-in-aid. Final decision on closure of a Home will be taken by Department of Women & Child Development.

SCHEME OF SHORT STAY HOME FOR
WOMEN AND GIRLS

APPLICATION FORM

- Note : 1. The Application should be submitted in triplicate to the Child Development Programme Officer (CDPO) or Distt. Women and Child Development Officer or Distt. Social Welfare Officer of the project area.
2. Applications either incomplete or without all enclosures will not be entertained.
3. Parts A & B should be completed by the applicant Organisation, Part C by the Inspecting Officer and Part D by the State Government.

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 byelaws of the NGO permit it to 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) 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 Short Stay Home 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 2 years :

Name of activity	Coverage			Expenditure
	Men	Women	Children	

11. Summary of financial status of the organisation in the last year :
(Rs. In lakhs)

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

12. Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last 2 years : (Rs. In lakhs)

Sanction Order No.	Date	Amount	Scheme	Address of funding agency

13. Details of Foreign Contribution received during last 2 years :

Country	Organisation	Purpose	Amount

14. Details of Office bearers of the Organisation :

Sl. No.	Name & Address	Male/ Female	Age	Post	Qualification	Profession	Annual Income

15. Details of employees of the Organisation :

Sl.No.	Name & Address	Male/ Female	Age	Part time/Full time	Qualification	Post	Monthly Salary

16. Details of managing Committee members of the organisation

Sl. No.	Name & Address	Male/ Female	Age	Occupation	Profession	Monthly Income

6/

Part B – THE PROPOSAL

1. Full address of the proposed location of the Short Stay Home:
District :
Block :
Pin Code :
Telephone No. with STD code :
2. Whether the location is a District HQ, Block HQ, Tehsil HQ or village :
3. Accommodation available for the Short Stay Home :

	No. of rooms	Total Area (Sq. ft.)
Room		
Kitchen		
Toilet		
Store		
Varandah		
Open Space		
Total		

4. Is it rent-free accommodation :
5. Classification of proposed beneficiaries :
- 6.

Type of Problem	No. of Women (Proposed Beneficiaries)
In moral danger	
Victims of Rape	
Cruelty by family members	
Deserted by Husband	
Family Discord	
Others (please specify)	
Total :	

7. No. of Family Counselling Centres in the District :
8. Is your NGO running any Family Counselling Centre :
9. No. of Destitute Homes run by the State Govt. in your District :

Date :

Signature of Secretary/President

bb

LIST OF DOCUMENTS TO BE ENCLOSED :

1. Registration certificate.
2. Prospectus or a note giving aims and objects of the organisation.
3. Constitution of the organisation/Bye-laws and Memorandum of Association.
4. Constitution of the Board or Management with brief particulars of each members.
5. Annual report for the last 2 years.
6. Audited accounts for the last 2 years.
7. Details of women/girls proposed to be accommodated in the Short Stay Home including their name and address, age and case history in not less than one paragraph for each person.
8. A one page note on "How you will run a Short Stay Home".

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PART - C - PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

(Enclosed Guidelines may be referred to very carefully before Pre-sanction Appraisal)

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 related 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 other 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 have been credited in the passbook for the following income ?

a)	Donations :	Year	-Year
b)	Members Contribution :		
c)	Sale of goods :		
d)	Income from activities :		
e)	Grants :		
f)	Loans from members :		
12. Do you have reasons to believe that the entries in the Audited Accounts are genuine ? Please elaborate :

64?

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 misutilisation 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 Below Poverty Line	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 misrepresentation of facts

(SIGNATURE)

NAME:

Opinion of local people may be obtained before filling this column.

GUIDELINES FOR CDPOS FOR PRE-SANCTION APPRAISAL

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Vide Department of Women and Child Development letter No. 12-25/98-MSY dated 22/07/1999, CDPOs have been designated as Nodal Officers for all schemes of Department of Women & Child Development. NGOs are required to submit all proposals for grant-in-aid for women and child development schemes to CDPOs. In the absence of CDPO, the Women and Child Development Officer or Social Welfare Officer for the project area may inspect the project and submit report.

On receipt of proposals for grant-in-aid from NGOs, the CDPO / Inspecting Officer is required to take the following steps:

1. Check whether 3 copies of the proposal have been submitted.
2. Check whether the proforma prescribed under the relevant scheme has been used by the NGO.
3. Check whether all columns in the application form have been filled.
4. Check whether all the annexure to be attached with the application form have been actually attached. Ensure that audited accounts and Annual report are for the last 2 years.
5. Visit the NGO with prior intimation and fill up the inspection proforma. While sending intimation to the NGO about visit, ask the NGO to keep all documents such as registers, audited accounts, receipt books, cash books, passbook, documents not attached with application form etc. ready.
6. During the visit, obtain missing information / documents etc. as the case may be so that the application is complete.
7. While filling up the proforma, please do not use statements such as "As given in the Audited accounts," "As given in the Annual report" etc. The factual position may be indicated.
8. Send one copy of the inspection report and the complete application to Desk Officer, Department of Women & Child Development, Govt. of India, Jeevandeep Building, Parliament Street, New Delhi. The second copy of proposal and inspection report should be sent to the State Government through proper channel. The third copy may be retained by the inspecting officer for office record. This should be done within 30 days of receipt of application from NGO.

PLEASE NOTE:

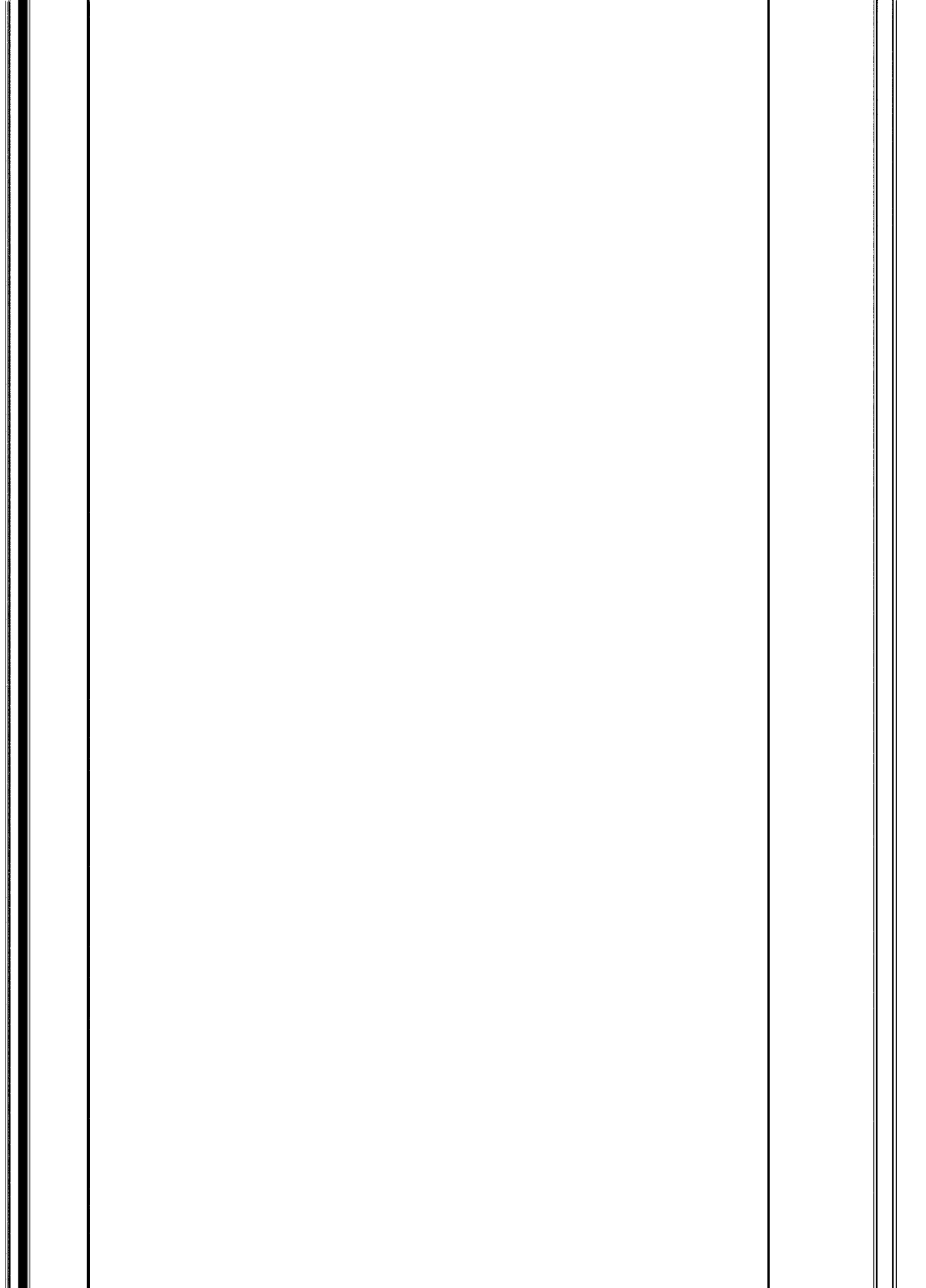
1. The proposal and inspection report should be sent to Department of WCD within 30 days from date of receipt of application
2. All columns in the Application Form and inspection report should be filled legibly and all enclosures as prescribed in the application form should be attached.
3. The report is open for random check by the Govt. or its agencies. Adequate care may be taken to avoid mis-representation of facts.

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PART - D - RECOMMENDATION BY STATE GOVERNMENT

(To be sent within 90 days from date of appraisal report by CDPO, if no reply is received within the time-frame, it will be presumed that the State Govt. supports the proposal)

1. Name and full address of the Organisation :
2. Name of scheme for which application is made :
3. Name and designation of the Officer who inspected the Organisation :
4. Do you agree with the report of the Inspecting Officer and if not, reasons thereof :
5. Does the Organisation fulfill all eligibility criteria for grants under the Scheme? :
6. Will the State Government recover sanctioned grants in the event of misutilisation of funds? :
7. Is the Organisation capable of implementing the project applied for? :
8. Is there any complaint of misutilisation of funds or other irregularities by the Organisation :
9. What is the justification for the project applied for? :
10. Is the proposal recommended for sanction of grants? :



UTILISATION CERTIFICATE

I have verified the accounts of

(Name of grantee organisation)

in respect of the grant of Rs

released by the Central Social Welfare Board vide sanction No. dated

..... for the Short Stay Home for the period

with the help of the vouchers and certify that they are correct and that an amount of Rs.

..... has been utilised up to

for the purpose for which it was sanctioned.

(CHARTERED ACCOUNTANT)

**Guidelines for Chartered Accountants /
Government Auditors**

The Auditors certifying the accounts and endorsing Utilisation Certificates in respect of Government grants should bear in mind the following points:

- (a) If the number of inmates in a Short-Stay Home is below / or above the prescribed 30 (but in no case more than 50) the expenditure on their maintenance will vary accordingly at the prescribed rate.
- (b) Non-recurring expenditure will be sanctioned only once for a new Home. For existing Homes, no non-recurring expenditure will be sanctioned. Therefore, expenditure on purchase of furniture, equipment should not be allowed to be reflected in accounts / Utilisation Certificates more than once.
- (c) In case a particular post has been lying vacant for specified period the salaries against that should not be claimed.
- (d) Accounts are to be sent in original signed by the Chartered Accountant in the forms of Income & Expenditure, Receipts & Payment & Balance Sheet including the Utilisation Certificate in the prescribed format.
- (e) The Accounts for grants for Short-Stay Home should be prepared separately. If this is not possible, the expenditure towards this scheme should be shown separately under the Head 'Short-Stay Home'. The expenditure incurred for the admissible items should be reflected clearly under each sub-head incorporated in the schematic pattern.

GUIDELINES AND INSTRUCTIONS FOR THE MAINTENANCE OF RECORDS OF THE SHORT STAY HOME

1. On the arrival of the case it will be registered in the intake register with details such as name, address, age, details of children (if any) problem in short, and referred by whom.
2. Each case will have a separate file with a complete case records, addresses of relatives, referral letters, and any other letters pertaining to the court case, police etc. Assistance provided which would include a record of follow-up / home visits and meetings held in connection with the case with various authorities should also be entered in the case file. These case-files should be kept up to date and open for inspection to any officer of CSWB / State Govt. at any time.
3. A medical check-up of every resident will be done within 3 days of her admission, including the blood test for VDRL and reports of these tests maintained in the case file.
4. The case file will have a plan of action for the rehabilitation of the beneficiaries and their children (if accompanying the beneficiary) and the steps taken for their rehabilitation by the concerned official / NGO.
5. Any time the resident leaves the Home or goes on leave to visit her parents / guardian / friends, an application is to be obtained from the resident and placed in the case file.
6. A follow-up of the beneficiaries will be done for at least 3 - 4 months after their rehabilitation.
7. In case of beneficiaries not being referred by any agency, and are reporting directly for assistance for Short Stay facility to the Home, an FIR is to be lodged with the nearest Police Station and the copy of the FIR placed in the case file.
8. A register of the Home / Neighbourhood Committee is to be maintained giving details of members, and recording minutes of each meeting held as stipulated in the scheme.
9. NGO will make efforts to coordinate with the various governmental and NGOs working in the allied field for providing rehabilitation to the beneficiaries and vice-versa.
10. 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 these activities.
11. A record of medical expenses incurred for the residents will be maintained separately in a register.

12. A record of the non-recurring items purchased from govt. grants is to be maintained separately and each item to be marked for identification. 58
13. The half yearly progress report along with details of cases is to be sent in the prescribed proforma for the period April to September and October to March within one month, after the expiry of the period. All columns in the progress report and case details should be properly filled in and no column should be left blank.
14. Audited statement of accounts of each financial year are to be submitted within three months of the closure of each financial year in the form of receipt and payment, income and expenditure and the balance sheet, along with the utilisation certificate in the prescribed format, duly signed by the Chartered Accountant, IN ORIGINAL, to the Central Social Welfare Board.
15. Details of staff, with their qualifications, date of joining and leaving (if they have left during the given financial year) emoluments paid to each person, should be sent along with the audited statement of accounts.

**PROGRESS REPORT OF THE SHORT STAY HOME FOR THE
PERIOD From _____ to _____**

1. Name of the Institution :
 2. Address & Location of the Home :
with telephone Number
 3. Monthwise position of residents :
- *Children : from 0 -7 years

Month	No. of residents in previous month	New Admission		Discharged		Total	
		Women	Children	Women	Children	Women	Children
1.	2.	3.	4.	5.	6.	7.	8.

4. Services being provided to residents :
(give number)
 - i) Vocational training i.e. Tailoring, :
typing, etc. (specify different trades &
give No. of participants in each trade)
 - ii) Literacy classes :
 - iii) Any other – specify :

5. Rehabilitation / Assistance provided :
to women (give No. under each head)
 - i) Employment – a) Service; :
b) Self employment.
 - ii) Restored to parent :
 - iii) Reconciled with husband / inlaws :
 - iv) Marriage :
 - v) Others (specify) :

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6. Recreational activities for residents :
 - i) Women; ii) Children

7. No. of visits made by the Doctor with dates :

8. Formation of Neighbourhood Committee / Home Committee :
 - i) Names of Members :
(along with designation)
 - ii) Number of meetings held :
 - iii) Dates of meetings : Names of participants.
 - a) a)
 - b) b)

9. Visit of officials : Date of visit, name of
(State Govt. / Central Govt. / designation of visiting
State Social Welfare Board / other (specify) officials

10. Recurring / non-recurring expenditure incurred during the period.

A-	Recurring items (Salary)	Expenditure
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- Superintendent
- Training and Rehabilitation Officer
- Social Case Worker
- Medical Doctor (Part Time)
- Clinical Psychologist (Part Time)
- Counsellor (Full Time)
- Vocational & Craft Teacher
- Clerk (Typing, Accounting and Store Keeper)
- Chowkidar / Peon (Two Persons Per Home)

Total:
