

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT

12

SWADHAR

A Scheme for Women in Difficult
Circumstances

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

September 2001

SW

Government of India
Ministry of Human Resource Development
Department of Women & Child Development

Subject: Swadhar – A scheme on Women in Difficult Circumstances

Although Indian family as a social institution is well known for the emotional and physical support that it provides to its extended members, many a time it fails to respond to the needs of women, specially for women in difficult circumstance like widows, destitute and deserted women, women ex-prisoners, victims of sexual abuse and crimes, including those trafficked and rescued from brothels, migrant or refugee women who have been rendered homeless due to natural calamities like flood, cyclone, earthquake, women victims of terrorist violence etc. Often the support of immediate or extended family are not available due to reasons ranging from economic instability of the family to provide such support to the breakdown of joint family system to the social bias against the marginalized women as also the attitude and value attached to such women. Sometimes society itself drives such women out of the system to lead lives of sub human existence. More often vulnerable women in distress end up as beggars or prostitutes for their own survival and at times for survivals and maintenance of their dependent children.

Very limited State intervention available through old age home, short stay home, Nari Niketan etc, cover only a fringe of the problems of such women. Therefore a scheme known as 'Swadhar' has been designed with a more flexible and innovative approach to cater to the requirement of various types of women in distress in diverse situations under different conditions.

Objectives

The following shall be the objectives of the scheme:

- i) To provide primary need of shelter, food, clothing and care to the marginalized women/girls living in difficult circumstances who are without any social and economic support.
- ii) To provide emotional support and counseling to such women
- iii) To rehabilitate them socially and economically through education, awareness, skill up gradation and personality development through behavioral training etc.
- iv) To arrange for specific clinical, legal and other support for women/girls in need of those intervention by linking and networking with other organizations in both Govt. & Non- Govt. sector on case to case basis.
- v) To provide for help line or other facilities to such women in distress
- vi) To provide such other services as will be required for the support and rehabilitation to such women in distress.

Target Group/Beneficiaries

The following shall be the target group beneficiaries of the scheme:

- (i) Widows deserted by their families and relatives and left uncared near religious places where they are victims of exploitation
- (ii) Women prisoners released from jail and without family support
- (iii) Women survivors of natural disaster who have been rendered homeless and are without any social and economic support
- (iv) Trafficked women/girls rescued or runaway from brothels or other places or women/girl victims of sexual crimes who are disowned by family or who do not want to go back to respective family for various reasons
- (v) Women victims of terrorist violence who are without any family

support and without any economic means for survival.

- (vi) Mentally disordered women who are without any support of family or relatives.

C. Implementing Agencies

The implementing agencies can be the Social Welfare/ Women and Child Welfare Department of State Government, Women's Development Corporations, Urban Local Bodies, reputed Public/Private Trust or Voluntary Organisations who are willing to take up the responsibility of rehabilitating such women on a project basis. The organization must have adequate experience and expertise of taking up such works of rehabilitation. Organizations with adequate land/built up space of their own shall be preferred.

D. Eligibility Conditions

The implementing organizations must fulfill the following eligibility conditions:

- a) The organisation should be registered under law and must have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in its Constitution.
- b) The organization must not work for the profit of any individual or body of individuals.
- c) It should have three years experience after its registration.
- d) Its financial position should be sound.
- e) It should have facilities, resources, experience and personnel to initiate the scheme for which assistance is sought.

E. Components of the Scheme

The scheme shall have the following three main components:

- a) Assistance for purchase of land for setting up a Centre
- b) Assistance for construction of buildings for the Centre
- c) Assistance for the management of the Centre.

- d) Provision for food, shelter and clothing for the women and their children below the age of 12 years
- e) Counselling for the women in difficult circumstances
- f) Clinical, legal and other support for women in difficult circumstances who are in need of that intervention.
- g) Training for the economic rehabilitation of such women
- h) Help line facilities for such women

Wherever necessary and feasible, each Centre shall be expected to aim at the convergence of the benefits of separate schemes of DWCD and other Ministries/Departments regarding education, training, health, awareness generation, self-employment etc, which are not specifically provided for in the scheme.

F. Pattern of Assistance

Government shall grant following types of assistance to the implementing organizations for the development of the Centres.

(I). Partial Assistance for purchase of land

It is expected that the State Government/ implementing organizations shall arrange land free of cost. However, in very deserving cases Government shall grant assistance to the implementing organizations for the purchase of land subject to a maximum ceiling of Rs. 25 lacs for a center for 200 women.

(II) 75 percent assistance for construction of building

Government shall grant assistance for construction of rooms/cottages/ huts for the shelter of the inmates, common facilities like kitchen, bathroom, training hall, recreation room, office room etc and infrastructure facilities like water, electricity, approach road, boundary wall etc. 75% of the cost such constructions subject to a maximum ceiling of Rs. 25,000 per inmate i.e., Rs. 25 lacs for a Centre for 100 women shall be permissible.

(III) 100 percent assistance by Government

(i) Rental for the building to be hired for the Centre

The reasonability of the rent shall be certified by the district Collector. The maximum ceiling of the rent shall be Rs 0.50 lac per month for a center for 200 women.

(ii) Administration and Management

The exact quantum of staff to be sanctioned in each project shall be decided on a case-to-case basis. Indicative complement of staff, which can be sanctioned, is provided in the standard modules as provided in Annexure IV. The following shall be the types of staff and their salary that can be sanctioned. The salary structure of the staff shall be reviewed every ten years.

Salary	Per month	Annual
Resident Superintendent	6,000	72,000
Asstt. Superintendent	5,000	60,000
Medical Doctor (part time)	3,000	36,000
Counselor -(Full time)	6,000	72,000
Counselor -(Part time)	2,000	24,000
Trained Nurse (Full time)	4000	48,000
Clerk (Typing, Accounting and Store Keeping)	4000	48,000
Chowkidar/Peon	3000	36,000

In addition, services of a lawyer may be obtained on contract basis.

Other Recurring expenditure

Office Contingencies @ Rs 5 per inmate per month

Medical expenses @ Rs 25 per month per inmate subject to actual

Food of Residents @ Rs.500 per inmate per month

Training for rehabilitation – as per norms of Women's Economic Programme (NORAD)
Pocket Money @ of Rs.50 per inmate per month for those women who are not engaged
in any economic activity.

Recurring grants shall be enhanced by 10% every year.

(iv) Other Non recurring expenditure

Assistance for furniture, beds, bedding, machines and other items of permanent use @ Rs
2,000 per inmate

Recreation & Development activities @ Rs 200 per inmate

These grants shall be sanctioned once in five years subject to actual

(v) Help Line for Women in Distress

The lease charges and bills for toll free phone shall be reimbursed by the DWCD.
Other assistances to be provided on a 100% reimbursement basis are detailed in Module VII.

H. Project proposal

The project proposals under the scheme shall be received in prescribed format (Annexure –I) through the State Govts/UT Adms. The State Govt/UT Administration shall submit its Appraisal Report and recommendations as per the format prescribed (Annexure-II). The Utilisation Certificate and Progress Report shall be submitted in formats prescribed in Annexure III and IV. A few suggestive models for the preparation of project proposals have been indicated in Annexure V. These are only illustrative. The implementing organizations may submit other innovative proposals according to the specific needs of the women in difficult circumstances as defined to achieve the objectives of the scheme.

I. Sanctioning of the Scheme

Each proposal shall be sanctioned by a Project Sanctioning Committee comprising of the following members:

- a. Secretary Women and Child Development Department (Chairperson)
- b. Financial Adviser Ministry of Human Resource Development
- c. Secretary in charge of Women and Child Development of the concerned State Governments.
- d. Joint Secretary of the concerned bureau in the Department (Convener).

J. Procedure for Sanction

i) **Grant for the purchase of land** shall be sanctioned on production of the following documents:

- a) Specific recommendation of the District Collector as to the reasonability of price of the land and title of the land,
- b) 'Free from Encumbrance Certificate' from the revenue authorities,
- c) Copy of the Sale/Lease/Gift Deed registered in the Court of law.
- d) Any other document that the Sanctioning Committee may deem fit.

ii) **Grants for the construction of the building** shall be sanctioned on production of the following documents:

- a) Layout, architectural and structural plan of the building approved by the local authority.
- b) Detailed estimate of construction duly verified by the District Superintending Engineer/Civil Engineer.
- c) Copy of the mortgage deed of the building in favour of the District Collector during the project period
- d) Any other document that the Sanctioning Committee may deem fit.

Grant for purchase of the land shall be released in one installment, while grant for construction of the buildings shall be released in three installments, 50% before the construction is started, 40% when the civil construction is completed and remaining 10% after the construction is over. Recurring grant for other expenses shall be released in two bi-annual installments. Each installment of grant shall be released only on production of Utilization Certificate in respect of the previous installment, duly certified by the Chartered Accountant.

K. Monitoring of the Scheme :

The functioning of the Swadhar Centres where residential facility for the inmates shall be monitored by a District Level Committee comprising of the following:

- a. District Magistrate (Chairperson)
- b. District Superintendent of Police
- c. President/Secretary/Executive Head of the Implementing Organisation
- d. Lady Principal of College/Head Mistress of Girls School.
- d. One senior lady doctor to be nominated by Chief Medical Officer
- e. General Manager District Industries Centre
- f. One socially active woman of the area to be nominated by the D.M
- g. Women representative of Panchayat/urban local bodies.
- h. District Welfare Officer (Convener)

The Committee shall meet at least twice in a year to:

- a) To monitor and review the functioning of the Centre;
- b) To suggest steps for sustainable rehabilitation of the inmates and to review these measures;
- c) To review the steps for the safety of the inmates;
- d) To review the facilities available to the inmates;
- e) To encourage community participation in these efforts; and
- f) To provide linkages with other schemes of the Government.

Other Swadhar centers without residential facility shall be got monitored and evaluated by the DWCD in such a manner as it may deem fit. DWCD shall also review the functioning of the Centre once in a year.

L. Review of the Scheme

The scheme shall be reviewed in the 2nd year of the 10th Five Year Plan.

M. Operational Manual

The duration of the stay of the inmates shall not normally exceed three years. The Department of Women and Child Development shall prepare Operational Manual of the scheme where this other details regarding the management of the centers shall be outlined.

Scheme of Swadhar

APPLICATION FORM

- Note: 1. The application should be routed through the State Government concerned or the Officer authorised by the State Government concerned.
2. 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 bye-laws 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 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:

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	Annual income

16. Details of Managing Committee members of the organisation

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

Part - B - THE PROPOSAL

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		
Open Space		
Total		

4. Is it rent-free accommodation:

5. Classification of proposed beneficiaries:

Type of Problem	No. of women (proposed Beneficiaries)
In moral danger	
Victims of Rape	
Cruelty by Family members	
Deserted by Husband	
Family Discord	
Other (please specify)	
Total:	

6. No. of Family Counselling Centres in the District:

7. Is your NGO running any Family Counselling Centre:

8. No. of Destitute Homes run by the State Govt. in your District

Date:

Signature of Secretary/President

PART-C- PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

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

The pre-sanction appraisal should be by the State Government concerned are the 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 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 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

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 of Management with brief particulars of each member**
5. **Annual Report for the last 3 years.**
6. **Audited accounts for the last 3 years.**
7. **Details of women/girls proposed to be accommodated in the Shelter 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 Shelter".**

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 believe that the entries in the Audited Accounts are 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 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 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.

PART - D - RECOMMENDATION BY STATE GOVERNMENT

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 mis-utilisation of funds?
7. Is the Organisation capable of implementing the project applied for?
8. Is there any complaint of mis-utilisation 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?

(Signature)

Name:

Designation:

Date:

UTILISATION CERTIFICATE

I have verified the account of

(Name of grantee organisation)

in respect of the grant of Rs.

released by the Government of India, Department of Women & Child Development vide

sanction No.....dated.....

for the Shelter for the period

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

.....has been utilised uptofor the

purpose for which it was sanctioned.

(CHARTERED ACCOUNTANT)

Guidelines for Chartered Accountants/Government Auditors

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

- (a) If the number of inmates in Shelter is below/or above the prescribed norms, the expenditure on their maintenance will vary accordingly at the prescribed rate.
- (b) Non-recurring expenditure will be sanctioned only once for a shelter.
- (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 Shelter should be prepared separately. If this is not possible, the expenditure towards this scheme should be shown separately under the Head 'Shelter'. 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 SHELTER**

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 record, 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/shelter 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 Government of India/State Government 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 report 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 Shelter or goes on leave to visit her parents/guardian/friends, an application is to be obtained from the resident & 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 Shelter 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 Shelter/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.
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 Government of India.
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 SWADHAR FOR THE PERIOD

FROM ----- TO -----

- 1. Name of the Institution :
- 2. Address & Location of the Shelter
with telephone NO. :
- 3. Month wise position of residents
Children: from 0-7 years :

Month	No. of Residents		New Admission		Discharged		Total	
	In previous Month	women	Children	Women	Children	Women	Children	
1	2	3	4	5	6	7	8	

- 2. Services being provided to Residents (give No.)
 - 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

3. Rehabilitation/Assistance provided to

Women

(give No. under each head) :

1. Employment - a) Service :

b) Self Employment :

2. Restored to parents :

3. Reconciled with husband/in-laws:

4. Marriage :

5. Other (specify) :

6. Recreation activities for

Residents - i) - Women :

ii) - Children :

7. No. of visits made by the :

Doctor with date

8. Formation of Neighbourhood:

i) Names of Members
(along with designation)

ii) No. of meeting held :

iii) Dates of meetings : Names of participants

a) a)

b) b)

9. Visit of officials : Date of visit, name and
(State Govt./Central Govt./ designation of visiting
Other (specify) officials.

Grant Total (A+B+C):

11. Grant received from Parent :
organisation/Govt. of India.

12. Progressive expenditure upto :
the end of the Period.

Signature of
Suptd. -cum-Warden

Signature of
Oraniser/incharge of Home

PROJECT MODULES

MODULE 1**SWADHAR CENTRE FOR 200 INMATES****A. Non recurring Expenditure**

i) Purchase of land (maximum ceiling) –	25,00,000
ii) Construction of Centre –	50,00,000
iii) Non recurring expenditure	
Assistance for furniture, beds etc	4,00,000
Recreation & Development activities	40,000
Total	79,40,000

B. Recurring Expenditure**i) Administration and management**

Salary	Per month	Annual
Resident Superintendent	6,000	72,000
Asstt. Superintendent	5,000	60,000
Medical Doctor (part time)	3,000	36,000
Counselor –(Full time)	6,000	72,000
Counselor –(Part time)	2,000	24,000
Trained Nurse (Full time)	4,000	48,000
Clerk (Typing, Accounting and Store Keeper)	4,000	48,000
Chowkidar/Peon 4	12,000	1,44,000
Total	42,000	5,04,000

In addition, services of a lawyer may be obtained on contract basis.

(ii) Other Recurring expenditure

Office Contingencies	12,000
Medical expenses	60,000
Food of Residents	12,00,000
Pocket Money	1,20,000
Total	13,92,000
Grand Total	98,36,,000

MODULE 2

SWADHAR CENTRE FOR 100 INMATES

A. Non recurring Expenditure

i) Purchase of land (maximum ceiling) –	12,50,000
ii) Construction of Centre –	25,00,000
iii) Other Non recurring expenditure	
Assistance for furniture, beds etc	2,00,000
Recreation & Development activities	20,000
Total	39,70,000

B. Recurring Expenditure

i) Administration and management

Salary	Per month	Annual
Resident Superintendent	6,000	72,000
Medical Doctor (part time)	3,000	36,000
Counselor –(Full time)	6,000	72,000
Trained Nurse (Full time)	4,000	48,000
Clerk (Typing, Accounting)	4,000	48,000

and Store Keeper)

Chowkidar/Peon 2	6,000	72,000
Total	33,000	3,48,000

In addition, services of a lawyer may be obtained on contract basis.

(ii) Other Recurring expenditure

Office Contingencie:	6,000
Medical expenses	30,000
Food of Residents	6,00,000
Pocket Money	60,000
Total	6,96,000
Grand Total	50,14,000

MODULE 3

SWADHAR CENTRE FOR 50 INMATES

B. Non recurring Expenditure

Rent for the building	1,50,000
Assistance for furniture, beds etc	1,00,000
Recreation & Development activities	10,000
Total	2,60,000

B. Recurring Expenditure

i) Administration and management

Salary	Per month	Annual
Resident Superintendent	6,000	72,000
Medical Doctor (part time)	3,000	36,000

Counselor –(Full time)	6,000	72,000
Clerk (Typing, Accounting and Store Keeper)	4,000	48,000
Chowkidar/Peon 2	6,000	72,000
Total	27,000	3,00,000

In addition, services of a lawyer may be obtained on contract basis.

Other Recurring expenditure

Office Contingencies	3,000
Medical expenses	15,000
Food of Residents	3,00,000
Pocket Money	30,000
Total	3,48,000
Grand Total	9,08,000

~~including other recurring expenses 39,70,48,75~~

MODULE 4

SWADHAR COUNSELLING CENTRES

These may follow the schematic norms of family counseling Centres, with such modifications as be necessary, as per the specific projects, to be decided by the Project sanctioning Committee

MODULE 5

SWADHAR MEDICAL CENTRES

The schematic norm to be followed in specific projects may be decided by the Project Sanctioning Committee in Consultation with Ministry of Health and Family Welfare

SWADHAR TRAINING CENTRES

These may follow the schematic norms of Women's Economic Programme (NORAD), with such modifications as be necessary, as per the specific projects, to be decided by the Project sanctioning Committee

MODULE 7

HELP LINE FOR WOMEN IN DISTRESS

- (i) Annual lease charges and bills of the toll free phones shall be reimbursed.
- (ii) Initial expenses for starting the Help Line Rs 10,000
- (iii) Rental for the premises @ Rs 1000 p.m
- (iv) Stationary : Rs 1000 p.a
- (v) Salary of the staff

3 Operators 1 in each shift of 8 hours
Rs 5,000x3x12

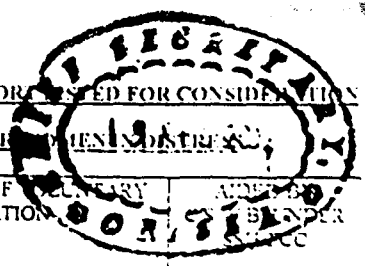
Rs 1,80,000

Annual lease charges and bills of the phones	Rs.28,000
Initial expenses for starting the Help Line	Rs.10,000
Rental for the premises Rs.1000 p.m.	Rs.12,000
Stationary Rs.1000 p.a.	Rs .1000
Salary of the staff 3 Operators 1 in each shift of 8 hours Rs.5,000x3x12	Rs.1,80,000
Total	Rs.2,31,000

LIST OF SHORT STAY HOMES AND FAMILY COUNSELLING CENTRES SHORT LISTED FOR CONSIDERATION

UNDER

THE PROGRAMME OF SWADHARA - SCHEME OF HELP LINE FOR WOMEN IN DISTRESS



SL. NO.	NAME OF THE STATE	NAME OF THE CITY AS EARMARKED BY D.W.C.D.	NAME & ADDRESS OF VELLARY ORGANISATION	ADDRESS UNDER
1.	ANDHRA PRADESH	HYDERABAD	MAHILA DAKSHTA SAMITI, PLOT NO.21, NSC EMPLOYEES SOCIETY, YELLARUGUDDA, HYDERABAD.	SSH, FCC
2.	- DO -	HYDERABAD	HYDERABAD ZILLA MAHILA MANDALULA SAMAKHYA, FLAT NO. 469, SATYA SAI APPTTS. SREENIVASA NAGAR, AMERPET HYDERABAD	SSH
3.	- DO -	HYDERABAD	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, AHMED NAGAR COLONY, 1 ST LANCER ROAD, HYDERABAD	SSH
5.	- DO -	VISAKHAPA-TANAM	PRAGATI CHARITABLE TRUST, OPP. WALTER PARK, A.V. CAMPUS, VISAKHAPATNAM.	SSH, FCC
6.	ASSAM	GUWAHATI	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, MILANPUR, GUWAHATI (ASSAM BRANCH)	SSH
7.	ARUNACHAL PRADESH	NAHAR-LAGUN	OJU WELFARE ASSOCIATION, P.O. NAHARLAGUN, DISTT. PAPUMPARA	SSH, FCC
8.	BIHAR	PATNA	SISTER NIVEDITA MEMORIAL TRUST, FIROZ GANDHI COLLEGE, OLD BHAVAN, JUKKANPUR, PATNA	SSH
9.	-DO-	PATNA	SISTER NIVEDITA MEMORIAL TRUST, FIROZ GANDHI COLLEGE, OLD BHAWAN, JUKKANPUR, PATNA	SSH
10.	DADRA NAGAR & HAVELI	SILVASA	BHARATIYA ADIMJATI SEVAK SANGH, POST KHANVEL, SILVASA	SSH
11.	GOA	PANAJI	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, ASHA MAHAL, TALEGAON (GOA BRANCH)	SSH
12.	GUJARAT	AHMEDABAD	AHMEDABAD WOMEN'S ACTION GROUP, AWAGMUNJ, 506, BHUDAR PURA, AMBAWADI, NEAR NEW NISHANT APARTMENT, AHMEDABAD.	SSH
13.	HARYANA	CHANDIGARH	SOCIAL DEFENCE LEAGUE, 2052, SECTOR 5-C, CHANDIGARH	SSH
14.	JAMMU & KASHMIR	JAMMU	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, KACHH CHOWNI, JAMMU, (JAMMU & KASHMIR BRANCH)	SSH
15.	KARNATAKA	BANGALORE	AMBIKA MAHILA SANGH, NO.1982, BEHIND SRI RAMA TEMPLE, NEW THIPPASANDRA, HAL, THIRD STAGE, BANGLORE	SSH
16.	KARNATAKA	BANGALORE	BHARATIYA GRAMIN MAHILA SANGH, VIBHUTIPURA, BANGALORE	SSH
17.	- DO -	BANGALORE	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, 4, DEEN DAYAL UPADHAYA MARG, NEW DELHI-2 BRANCH OFFICE AT: 4 TH CROSS WILSON GARDEN, BANGALORE	SSH
18.	KERALA	TRIVANDRUM	ABHAYA VARADA NANDANAVANAM, TRIVANDRUM	SSH
19.	-DO-	TRIVANDRUM	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, SHANTI NIKETAN, POOLAPURA, TRIVANDRUM	SSH

20.	MADHYA PRADESH	BHOPAL	CHITRANSHI SHIKSHA SANSTHA 1 ST FLOOR, QAYYUM MANZIL, OPP TO THE INDIRA PRIYADARSHINI COLLEGE, SAHAJAHANABAD, BHOPAL	SSH
21.	MADHYA PRADESH	INDORE	KASTURBA GANDHI NATIONAL MEMORIAL TRUST, BA-KA-GHAR, KASTURBA GRAM, INDORE	SSH
22.	MAHARA-SHTRA	KALYAN	AKHIL BHARATIYA MAGASVARGIYA SAMAJ PRABODHAN SANSTHA, 16, PRAKASH APPTTS. KATEMANVELI, KALYAN, THANE	SSH
23.	-DO-	MUMBAI	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, SHUKH SHANTI JUNCTION, EASTERN EXPRESS HIGHWAY, ANUSHAKTI NAGAR, MANKHURD, MUMBAI	SSH
24.	-DO-	NAGPUR	LEGAL LITERACY MOVEMENT FOR WOMEN, 44, JUSTICE KOTWAL NAGAR, PRATAP NAGAR SQUARE, RING ROAD, NAGPUR	SSH, FCC
25.	-DO-	NAGPUR	BHARATIYA ADIMJATI SEVAK SANGH, AT. NAGPUR	SSH
26.	-DO-	NAGPUR	NAGPUR MUSLIM WELFARE SOCIETY, C/O AZEEM KHAN, PLOT NO.90, AWASTHI NAGAR, NAGPUR.	SSH
27.	-DO-	NASIK	RACHANA TRUST, NARSINHA NAGAR, NEAR NERLIAR HOSPITAL, GANGAPUR ROAD, NASIK.	SSH
28.	-DO-	THANE	AKHIL BHARATIYA MAGASVARGIYA SAMAJ PRABODHAN SANSTHA, 16, PRAKASH APPTTS. KATEMAN-VELI, KALYAN, THANE	SSH, FCC
29.	PUNJAB	AMRITSAR	ALL INDIA WOMEN'S CONFERENCE, CHICWM SHARIF PURA, G.T.ROAD, AMRITSAR	SSH
30.	PONDICHERY	PONDICHERY	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, NO.12, 4 TH CROSS STREET, PUDU NAGAR, REDDIARPALAYAM, PONDICHERY	SSH
31.	RAJASTHAN	JAIPUR	SHAKTI STAMBI, RUWA, B-182-A, MANGAL MARG, BAPU NAGAR, JAIPUR	SSH, FCC
32.	-DO-	JAIPUR	RAJASTHAN PRADESH BHARAT SEVAK SAMAJ, 1294, RISHI NIWAS BABA HARISH CHANDRA MARG, JAIPUR	SSH
33.	SIKKIM	GANGTOK	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, SIKKIM SAHITYA PARSHAD BHAWAN, 1 ST FLOOR, DEVELOPMENT AREA, GANGTOK	SSH
34.	TAMIL NADU	CHENNAI	KALAI SELVI KARUNALAYA SOCIAL WELFARE SOCIETY, 42, KARNAN STREET, MOGAPPAIR WEST, CHENNAI-58	SSH
35.	-DO-	CHENNAI	MADRAS CHRISTIAN COUNCIL OF SOCIAL SERVICE, 82/110-A, 70 FEET ROAD, PERIYAR NAGAR, CHENNAI	SSH
36.	-DO-	MADURAI	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, 5/170, MARAGATHA, ILLAM KANAGAVEL NAGAR, ATHIKULAM, MADURAI	SSH
37.	-DO-	CHENNAI	ZONTA RESOURCE CENTRE, 38, OFFICERS LINE, PALLAVARAM, CHENNAI-43	SSH
38.	-DO-	CHENNAI	MADRAS CHRISTIAN COUNCIL OF SOCIAL SERVICE, JAWAHAR NAGAR, CHENNAI-82.	SSH, FCC

39.	TRIPURA	AGARTALA	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, MANGALA LOK NARI NIKETAN, INDRA NAGAR, AGARTALA	SSH
40.	UTTAR PRADESH	ALLAHABAD	BHARTIYA ADIMJATI SEVAK SANGH, SSH LAL BAHADUR SHASTRI COMPLEX, MEJA AT ALLAHABAD	SSH
41.	- DO -	ALLAHABAD	BANVASI VIKAS ASHRAM, LAL BAHADUR SHASTRI COMPLEX, MEJA, ALLAHABAD	SSH
42.	- DO -	KANPUR	BHARTIYA ADIMJATI SEVAK SANGH, DR. AMBEDKAR MARG, NEW DELHI-55 AT KANPUR	SSH
43.	- DO -	KANPUR	PARVARTAN SEVA SANSTHAN, TAUDHANKPUR, KANPUR	SSH
44.	WEST BENGAL	KOLKATA	SOCIETY FOR EQUITABLE VOLUNTARY ACTION, 3C, MILAN APARTEMENTS, 52 B, VIDYAYATAN SARANI, KOLKATA	SSH
45.	- DO -	KOLKATA	GANA UNNAYAN PARISHAD, 10, GOMESH LANE, KOLKATA	SSH
46.	- DO -	KOLKATA	ASSOCIATION FOR SOCIAL HEALTH IN INDIA, 9, ASHOKA AVENUE, KOLKATA	SSH, FCC
47.	- DO -	KOLKATA	VILLEGE WELFARE SOCIETY, F-3, GEETANJALI PARK, ARADHA, KOLKATA.	SSH
48.	- DO -	KOLKATA	SAUJATYA, 15Q, KP ROY LANE, KOLKATA	SSH
49.	- DO -	KOLKATA	J.P. INSTITUTE OF SOCIAL CHANGE, D.D/18/4/1, SALT LAKE CITY, KOLKATA-64.	SSH, FCC
50.	DELHI	NEW DELHI	SHAKTI SHALINI, 3/42, JUNG PURA, NEW DELHI - 14.	SSH
51.	- DO -	NEW DELHI	ALL INDIA WOMEN'S CONFERENCE, BAPU GHAR, 6, BHAGWAN DAS ROAD, NEW DELHI	SSH



**GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**

**SCHEME OF HELP LINE FOR WOMEN AND GIRLS
APPLICATION FORM**

Note: 1. The application should be submitted in triplicate to the State Social Welfare Advisory Board with an advance copy to Central Social Welfare Board. Preference would be given to NGOs running Women Shelter Homes.
2. Applications either incomplete or without all enclosure will not be entertained.

1. Name and full postal address of the Head office of the organization.

District:

State:

Pin Code:

2. Telephone No. with STD code:

3. Fax No.

4. Do the byelaws of the voluntary organization 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 organization is of All India Character: If yes, give the address of its branches in different States including the State Branch which will Run the Help Line with Phone No., Fax No. etc.:

9. Whether organization is located in its own/rented building:

10. Major activities of the organization in the last 2 years:

Name of activity	Coverage			Expenditure
	Men	Women	Children	

11. Summary of financial status of the organization in the last 2 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 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 organization:

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 organization:

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

LIST OF DOCUMENTS TO BE ENCLOSED:

1. Registration certificate.
2. Prospectus or a note giving aims and objects of the organization.
3. Constitution of the organization/Bye-laws and Memorandum of Association.
4. Constitution of the Board of Management with brief particulars of each member.
5. Annual Report for the last 2 years.
6. Audited accounts for the last 2 years.
7. A one page note on Help Line.
8. Copy of sanction letter of Women Shelter Home (if any)

day:8005/24/2004

T.O.I.