

**SCHEME OF HELPLINE FOR WOMEN AND GIRLS**  
**APPLICATION FORM**

**HELPLINE**

Note: 1. The application should be submitted to (ipients) of the Central Social Welfare Board, New Delhi with an advance copy to Central Social Welfare Board, Prerogative, which be sent to RGOs/Coaching Women Shelter Homes.

2. Applications either incomplete or without all documents 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:

Fax No.:

3. Do the byelaws of the voluntary organization permit it to receive Govt. grants and implement Women's programme in the proposed Project area?

4. Objectives of the Organisation:

5. Brief History of the Organisation: (In one paragraph)

6. Whether registered under Indian Societies Registration Act (Act XX) of 1860. If so, give the number and date of registration:

7. 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.

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

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

Name of activity	Coverage			Expenditure
	Men	Women	Children	

10. Summary of financial status of the organization in the last 2 years: (Rs. in lakhs)

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

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

Sanction Order No.	Date	Amount	Scheme	Address of the funding agency

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

Country	Organisation	Purpose	Amount

13. Details of office bearers of the organization:

Sl. No.	Name & Address	Male/Female	Age	Post	Qualification	Profession	Alumni Certificate

14. Details of employees of the organization:

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

15. 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 Helpline.
8. Copy of sanction letter of Women Shelter Home (if any)

SC/2023/03/01/10

## MODULE 6

### SWADHAR TRAINING CENTRES

These may follow the schematic norms of Women's Economic Programme (WEP), 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
<b>Total</b>	<b>Rs. 2,31,000</b>

LIST OF HELP LINES

Sl. No.	Name of the District	Name of the NGO	Remarks
1.	Keonjhar	PRAKALPA, At/Po-Joyotipur, Dist-Keonjhar	
2.	Jharsuguda	SEHADA, Old Power House Road, Near Bustand, Jharsuguda.	
3.	Sundargarh	Association for Voluntary Action, At-Dampur, PO-Berboi, Puri	
4.	Dhenkanal	Maharshi Dayananda Service Mission, Joranda, Mahimagadi, Dist-Dhenkanal	
5.	Jajpur	Jayanti Pathagar, At-Sahapada, Brahmabarada, Dist-Jajpur.	
6.	Kendrapara	Gandhian Institute of Technical Advancement, At- Jagannathpur, PO-Nawdipur, Dist-Kendrapara.	
7.	Khurda	Bharabi Club, At/Po-Kurumpada, Khurda IMPLEMENTED BY Ruchika Social Service Organisation	
8.	Nayagarh	Association for Health Education & Development (AHEAD), B-21-BJB Nagar, Bhubaneswar-14.	
9.	Malkangiri	People's forum , Main Road Malkangiri.	
10.	Bhadrak	Society for Weaker Community, Shankarpur, Bhadrak.	
11.	Jagatsinghpur	Radhakrishna Club At-Sanabazar, Po-Jagatsinghpur	
12.	Sambalpur	Bharat Integrated Social Welfare Agency (BISWA), At-Dahipali, Po-Bareipali.	
13.	Boudh	Association of Social Work and Social Research in Seva Vihar, Po-Butupali.	
14.	Bolangir	AWMRUTA Post Box No.69, At-Adarsapada, Dist-Bolangir.	
15.	Bargarh	Ekalabya Voluntary Blood Donner Association, At/Po-Bhatli, Dist.-Bargarh	
16.	Deogarh	SUPPORT At-Ward No.5, Taanla Sahi, Dist-Deogarh	
17.	Rayagada	SAHARA Near Block Colony, Gunupur, Dist-Rayagada.	
18.	Sonepur	Research Academy for Rural Enrichment (RARE)Po/Dist-Sonepur.	
19.	Ganjam	Institute for Women's Welfare Courtpetta, Berhampur, Dist-Ganjam.	
20.	Koraput	Bright Career Academy, At-Dolamandap Sahi, Po-Jeypore, Dist-Koraput.	

21.	Angul	Voluntary Institute for Rural Development (VIRD), At-Titigaon, Po-Aida, Via-Athamallik	
22.	Kalahandi	Bharatiya Adimijati Sevak Sangha Dr. Ambedkar Marg, New Delhi.	
23.	Mayurbhanj	Rural Development Action Cell, Ward No.-14, Tulasichaura, Po-Baripada	
24.	Nabarangpur	Ramakrishna Pathagar, At/Po-Borida, Via-Kabisuryanagar.	

## SUPPORT TO TRAINING AND EMPLOYMENT PROGRAMME FOR WOMEN (STEP)

The STEP programme aims to increase the self-reliance and autonomy of women by enhancing their productivity and enabling them to take up income generation activities. It provides training for skill upgradation to poor and assetless women in the traditional sectors viz. agriculture, animal husbandry, dairying, fisheries, handlooms, handicrafts, khadi and village industries, sericulture, social forestry and wasteland development.

### *Objectives*

- To mobilise women in small viable groups and make facilities available through training and access to credit.
- To provide training for skill upgradation.
- To enable groups of women to take up employment-cum-income generation programmes by providing backward and forward linkages.
- To provide support services for further improving training and employment conditions of women

### *Implementing Agencies*

The scheme is implemented through Public Sector Organisations, District Rural Development Agencies, Federations, Co-operatives and Voluntary Organisations registered under the Societies Registration Act, 1860 or under the Corresponding State Acts. Recipients of financial assistance under STEP are required to be bodies, organisations or agencies working in rural areas, although their headquarters may be located in an

### *Target Group / Beneficiaries*

The target group to be covered under the STEP programme includes marginalised, assetless rural women and the urban poor. This includes wage labourers, unpaid daily workers, female-headed households, migrant labourers, tribal and other dispossessed groups, with special focus on SC/ST housewives and families below the poverty line.

STEP

50 per cent assistance

- Project staff and administrative cost;
- Training-stipend, training of trainers, skill upgradation reinforcement, training-cum-production centres and raw material for training;
- Support to members for formation of co-operative societies, producers, workers co-operatives leading to formal legal organisations;
- Support services - education, general awareness, health care, sanitation, nutrition/creche facilities for dependent children. Wherever convergence of these services are not available, will be provided as part of the project cost;
- Marketing support - marketing/sales personnel, stock provision and buyers credit, godowns, marketing outlets, quality control and managerial support;

(b) 50 per cent assistance

Construction of individual worksheds and production centres not related with training - 50 per cent of the total cost on this component will be borne by the Government of India and 50 per cent will have to be borne by the implementing agency.

(c) Working capital/raw material requirements

Financial assistance will be provided for working capital and raw material in a phased manner starting with 100 per cent during the first year, 50 per cent in the second year and 30 per cent in the third year of the project.

In percentage terms funding pattern will be restricted in the following manner of the total project cost

(in percentage)

- Administration and project staff cost 6
- Training-technical skill training and orientation of beneficiaries & project functionaries 20

- Infrastructure including marketing support quality control and managerial support 25
- Raw material for training including equipment and other material required for training 25
- Establishment of developmental co-operatives wherever required - mobilisation and strengthening of field level set ups where such support is not available through the existing set up 10
- Support services 8
- Overriding cost 6

Under this Programme, upto 90 per cent of the project cost is given by the Government of India. The remaining 10 per cent will have to be borne by the implementing agency from its own sources or through sources other than Government of India. Grants are released to the implementing agencies in two instalments each year. The project should cover at least 500 beneficiaries and the maximum could be 10,000 beneficiaries.

*Eligibility conditions*

- The implementing agencies must be registered at least for 3 years.
- Experience/existence in the sector concerned.
- To identify and set up link agencies which would facilitate the implementation of the project through their expertise, resources and experience.
- While selecting a non-governmental organisation as an implementing agency, it would be ensured that the selected organisation has adequate infrastructure and technical expertise in the sector.
- Its financial position should be sound and it should have facilities, resources, experience and administrative capabilities for undertaking the project.
- The project will be for a period of 2-4 years depending upon the nature, kind of activities and the number of beneficiaries to be undertaken.

## *Procedure for Applying*

The proposal in the prescribed format should be sent through the State Government to:

**The Deputy Secretary (STEP)**  
**Deptt. of Women and Child Development**  
**1st Floor, Jeevandeep Building**  
**Sansad Marg, New Delhi - 110 001**  
**Tel. No. 011 - 3362519, Fax No. 011 - 3348521**

### **Documents to be enclosed along with the application**

- (i) A copy of Registration Certificate
- (ii) Article of Association & Constitution of the organisation
- (iii) List of members of the Executive Committee with their occupation and background
- (iv) Audited statement of accounts i.e. Receipts & Payments, Income & Expenditure and Balance Sheet for the last 2 years
- (v) A copy of the latest Annual Report
- (vi) Map of the project area
- (vii) State Govt. recommendation

### **Application Form**

**Support to Training and Employment Programme  
for Women (STEP)**

#### **Part-I Organisational Details**

- 1 Name & Address of the Organisation with date and year of Registration, Telephone, Telegram & Fax numbers, if any
- 2 Nature of Organisation (PSU or Vol. Org.)
- 3 Registration No. & Date
- 4 Articles of Association & Constitution of the Organisation.
- 5 Objectives of the Organisation

- 6 List of members of the Executive Committee with their occupation and background
- 7 Audited statement & Statement of Receipts & Payment for two years
- 8 Audited Balance Sheet for last year
- 9 Copy of the latest Annual Report
- 10 Major Programmes of the Organisation under implementation at present

#### **Part-II Organisational Capabilities**

- 11 Background of the Org. (Nature of Activities)
- 12 Experience in income generating Project
- 13 Experience in the sector
- 14 Infrastructure available in terms of the Organisational Management.
- 15 District/Block being covered at present
- 16 Existing marketing capabilities

#### **Part-III Project Proposal**

- 17 Duration of the Project and year of initiation
- 18 Project Area
- 19 Sector
- 20 Development objectives of the Project
- 21 Proposed physical activities
- 22 Selection of Beneficiaries
- 23 No. of Beneficiaries
- 24 Provision for benchmark survey
- 25 Details of backward linkage

# APPLICATION FORM

## Support to Training and Employment Programme For Women (STEP)

### PART- I ORGANISATIONAL DETAILS

1. Name & Address of the Organisation with date and year of Registration, Telephone, Telegram & Fax numbers, if any ..
2. Nature of Organisation (PSU or Vol. Org.)
3. Registration No. & Date
4. Articles of Association & Constitution of the Organisation.
5. Objectives of the Organisation
6. List of members of the Executive Committee with their occupation and background.
7. Audited statement & Statement Receipts & Payment for two years.
8. Audited balance sheet for last year
9. Copy of the latest Annual Report
10. Major Programmes of the Organisation under Implementation at present.

PART-II  
ORGANISATIONAL CAPABILITIES

11. Background of the Org. (Nature of Activities)
12. Experience in income generating Project
13. Experience in income generating Project
14. Infrastructure available in terms of the Organizational Management:
15. District / Block being covered at present
16. Existing marketing capabilities

PART-III  
PROJECT PROPOSAL

17. Duration of the Project and year of initiation
18. Project Area
19. Sector
20. Development objectives of the project
21. Proposed physical activities
22. Selection of Beneficiaries
23. No. of Beneficiaries
24. Provision for benchmark survey
25. Details of backward linkage
26. Details of forward linkage
27. Link agencies proposed
28. Other Developmental Programmes in the project area (both Govt. & Voluntary sector)

PART-IV  
PROJECT COST STRUCTURE

29. Cost components (year-wise)

Non - Recurring				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<hr/>				
Total				

.Recurring				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<hr/>				
Total				

30. Cost sharing details

Non - Recurring & Recurring				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share.				
State Govt. share				
Others				
<hr/>				
Total				

31. Per Capita Cost

32. Mechanism for mobilization and organizing women  
(Organizing women producers formal groups including details of awareness

33. Provision for Orientation Training of Functionaries
34. Provision for Orientation Training of beneficiaries.
35. Provision for support services (like crèches, reducing drudgery etc.)
36. Linkages with Adult Education Agencies.
37. Provision for Health Education.
38. Excepted results in terms of increase in income vis-à-vis income before commencement of the project.

Date: \_\_\_\_\_ (Signature)  
Place: \_\_\_\_\_ Organization's  
Rubber Stamp

(To be filled by the State Government in respect of State level local Organizations)

### Recommendations of the State Government

The application from \_\_\_\_\_  
(Institution/organisation) is forwarded duly recommended to the Department of Women & Child Development, Department Government of India with the following comments.

- (i) That a Senior Officer of the \_\_\_\_\_ Department has visited the institution/organisation and a copy of the report is attached/has not visited the institution/organisation.
- (ii) That the institution/organisation is recognised and/or registered (under Indian Societies Registration act, 1980).
- (iii) That the Application has been examined and that it is found to be covered under the Scheme.
- (iv) That the scheme for which the application is, being recommended is absolutely essential for categories of women as envisaged under the Scheme.

- (v) That the work of the institution/organisation has been reported (wherever such reporting is necessary) as satisfactory during the last two years by the District authorities.
- (vi) That the institution/organisation is not run for profit to any individual or a body of individuals.
- (vii) That assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.

The State Government recommends that the following grants may be given by the Department of Women & Child Development, Ministry of Human Resource Development.

Item	Recurring	Non-Recurring (Rupees in lakhs)
(a)		
(b)		
(c)		

Signature  
Designation  
Official Seal

## DIRECTORATE OF FISHERIES: ORISSA: CUTTACK

No. 24061 / XIX-SPU-MISC-1/05Dated, Cuttack, the 9<sup>th</sup> December 2005

To

The Dy. Secretary to Government,  
Women & Child Dev. Department,  
Bhubaneswar.

Sub: *Submission on information on STEP*Ref: *Govt. letter No. 23768/WCD dated 05.12.2005*

Sir,

Inviting a reference to the letter cited above on the subject, I am to furnish herewith the required information on STEP for women programme under fisheries sector in the given proforma to answer the relevant Assembly Questions.

Project wise information on STEP from inception

Sl	Name of the Project	Year of starting	Districts covered	Activity	No of Co-operative Societies formed
1	2	3	4	5	6
1	Integrated Fisherwomen Training on Quality Improvisation of Dry Fish Production, Orissa	2003-04	Balasore, Bhadrak, Puri & Ganjam	Hygienic preparation of dry fish and fish products	36
<b>Total Membership</b>	<b>Amount sanctioned by GoI (lakhs)</b>	<b>Amount released (lakhs)</b>	<b>Expenditure incurred (lakhs)</b>	<b>U.C. Submitted (lakhs)</b>	<b>Remarks</b>
7	8	9	10	11	12
3000	Rs. 220.78	Rs. 85.14	Rs. 70.00	Rs. 48.00	

Yours faithfully,

*[Signature]*  
Addl. Director of Fisheries, Orissa

Memo No. \_\_\_\_\_ / Date

Copy submitted to the Joint Secretary to Government, Fisheries & ARD Department, Bhubaneswar for information and necessary action.

# Physical Progress on STEP. Disps Covered

- (members involved)
- 1) OPOLFED - 1710. = Khurda, + Angul
  - 2) Director Fisheries - 3000. = Balasore, Bhubaneswar, Puri & Ganjam.
  - 3) OMFED - 66603, Cuttack, Puri, Khurda, Sambalpur, Keonjhar, Ganjam, Balasore
  - 4) Kandhamal (Ternomic) - 10326. Kandhamal

81639.

Activities Societies formed

- ① OPOLFED = 10
  - ② Fisheries = 36
  - ③ OMFED = 972
  - ④ Kandhamal = 324
- 
- 1342.

PHYSICAL PROGRESS OF O.W.P.P. AS ON 7<sup>TH</sup> JANUARY 2006

01. No. of WPCS organised & registered : 20 Nos.  
 Angul - 10  
 Khurda - 10
02. No. of women member enrolled : 1800 Nos.  
 Angul - 900  
 Khurda - 900
03. No. of women members imparted support services training : 1710 Nos.  
 Angul - 900  
 Khurda - 810
04. No. of women members (Boad of Directors of WPCs) imparted SUT Training : 120 Nos.  
 Angul - Funds has been placed to DPMC, Angul for the purpose.  
 Khurda - 120
05. No. of women members provided funds for construction of low cost poultry housing/cages.: 1710 Nos.  
 Angul - 900  
 Khurda - 810
06. No. of women members given inputs like feed, chick, Medicine : 477 Nos.  
 Angul - Nil (After construction of low-cost poultry housing is over, inputs will be supplied).  
 Khurda - 477

07. No of layer chicks supplied  
@ 20 Nos. = (15 + 5) per member : 9542 Nos.  
· Angul - Nil  
Khurda - 9542
08. No of seminar organised - 01 (Khurda)  
Angul - Nil  
Khurda - 01 (One mega seminar, involving all the  
members of the societies of Khurda dist.)
09. No. of WPCs provided with  
furniture & refrigerator : Action is being taken to supply  
furnitures and refrigerators.  
Angul - Nil  
Khurda - Nil
10. Construction of Layer demonstration  
unit & modernisation F.M.P. : Two nos. of poultry sheds  
having floor space of 6,000  
Sq.ft. at Laxmisagar,  
Bhubaneswar, OPOLFED have  
been renovated to provide  
chicks for women members  
and poultry farmers.

## PROJECT WISE INFORMATION ON STEP FROM INCEPTION

NAME OF THE PROEJCT	YEAR OF STARTING	DISTRICT S COVERED	ACTIVITY	NO.OF COOP. SOCIETIE S FORMED	TOTAL MEMBERS HIP	AMOUNT SANCTIONED BY GOVT. OF INDIA (GOI Share)	AMOUNT RELEASED incl. interest	EXPENDITURE INCURRED	Quarterly U.C SUBMITTED upto	REMARKS
UTTACK	1996	3	DAIRY	215	19340	669.379	540.169	529.770	March'2005	Closed on Mar'2005, Rs. 10.399 refunded to GOI out of interest
PURI	1996	3	DAIRY	134	9883	388.790	374.749	374.749	March'2005	Closed on, Mar'2005
DHENKANAL	1996	2	DAIRY	82	7418	354.819	349.503	349.503	March'2005	Closed on, Mar'2005
SAMBALPUR-IST PHASE	1995	4	DAIRY	125	10920	309.133	314.913	314.913	Sep'2004	Closed on Sep'2004
KEONJHAR	1999	3	DAIRY	89	3315	161.990	159.818	159.819	Sep'2004	Closed on Sep'2004
GANJAM	2000	2	DAIRY	70	3859	194.410	84.108	155.798	Mar'2005	Closed on Mar'2005
BALASORE	2002	2	DAIRY	198	9158	280.410	129.004	154.305	Sep'2005	Contiuing
SAMBALPUR-PHASE-II	2002	4	DAIRY	59	2710	215.860	75.681	94.420	Sep'2005	Continuing
SUB TOTAL				972	66603	2574.791	2027.945	2133.277		
KANDHAMAL	2003	1	TURMERIC	324	10326	419.680	111.320	122.064	Sep'2005	Continuing

Only three projects at sl no.7,8 & 9 are continuing and the expenditure is more than the release in anticipation of further receipt of funds from GOI