

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

**SWADHAR GREH**  
**A Scheme that caters to primary needs of women in difficult  
circumstances**  
**(2015)**

## **SWADHAR GREH**

### **A. Background:**

Recognizing the need to prevent women from exploitation and to support their survival and rehabilitation, the scheme of Short Stay Home for women and girls was introduced as a social defense mechanism, by the then Department of Social Welfare in 1969. The scheme is meant to provide temporary accommodation, maintenance and rehabilitative services to women and girls rendered homeless due to family discord, crime, violence, mental stress, social ostracism or are being forced into prostitution and are in moral danger. Another scheme with the similar objectives namely Swadhar –A Scheme for Women in Difficult Circumstances was launched by the Department of Women and Child Development in 2001-02. The scheme through the provisions of shelter, food, clothing, counseling, training, clinical and legal aid aims to rehabilitate such women in difficult circumstance. Centre for Market Research and Social Development, New Delhi conducted an evaluation in 2007 to assess the performance of both the schemes. The evaluation report while citing the effectiveness and positive impact of measures adopted under the schemes for counseling and rehabilitation found that the profile and category of residents, admission procedure, counseling, quality of service, vocational training, rehabilitation and follow up procedure are almost similar in both the schemes. It, therefore, recommended merger of these two schemes for better functioning and outcomes with lesser administrative burdens and procedures. It also recommended that the new scheme should focus on establishing one such home in every district.

The positive findings of the evaluation study has encouraged the Ministry to propose this new scheme that would target the women victims of unfortunate circumstances who are in need of institutional support for rehabilitation so that they could lead their life with dignity.

### **B. Vision:**

The scheme envisions a supportive institutional framework for women victims of difficult circumstances so that they could lead their life with dignity and conviction. It envisages that shelter, food, clothing, and health as well as economic and social security are assured for such women. It also envisions that the special needs of these women are properly taken care of and under no circumstances they should be left unattended or abandoned which could lead to their exploitation and desolation.

### **C. Objectives:**

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

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

- e) To act as a support system that understands and meets various requirements of women in distress.
- f) To enable them to start their life afresh with dignity and conviction.

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

#### **D. Strategies:**

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

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

#### **E. Beneficiaries:**

The benefit of the component could be availed by women above 18 years of age of the following categories:

- a) Women who are deserted and are without any social and economic support;
- b) Women survivors of natural disasters who have been rendered homeless and are without any social and economic support;
- c) Women prisoners released from jail and are without family, social and economic support;
- d) Women victims of domestic violence, family tension or discord, who are made to leave their homes without any means of subsistence and have no special protection from exploitation and/ or facing litigation on account of marital disputes; and
- e) Trafficked women/girls rescued or runaway from brothels or other places where they face exploitation and Women affected by HIV/AIDS who do not have any social or economic support. However such women/ girls should first seek assistance under UJJAWALA Scheme in areas where it is in operation.

Women affected by domestic violence could stay up to one year. For other categories of women, the maximum period of stay could be up to 3 years. The older women above the 55 years of age may be accommodated for maximum period of 5 years after which they will have to shift to old age homes or similar institutions.

Swadhar Greh facilities could also be availed by the children accompanying women in the above categories. Girls up to the age of 18 years and boys up to the age of 8 years would be allowed to stay in the Swadhar Greh with their mothers. (Boys of more than 8 years of age need to be shifted to the Children Homes run under JJ Act/ICPS.)

## **F. Implementing Agencies and Eligibility Criteria:**

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

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

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

- a) It should be either recognized by the State/ UT Administration under existing Scheme/law or should be well known with the experience of working in the field for at least 3 years and its work should be reported to be satisfactory by the State Government/Union Territory Administration concerned,
- b) It should ordinarily have been engaged in the field of women's welfare/social welfare/women's education for a minimum period of two years prior to the request for grant-in-aid under the scheme,
- c) It should have facilities, resources, personnel and experience to undertake the management of such a project,
- d) Its financial position should be sound to take care of expenditure for a few months in case the grant is delayed.
- e) It should run the Swadhar Greh on a no – profit basis.
- f) The organization should have facilities like computers, internet connection etc. at Swadhar Greh.

(iii) **Components of the Scheme:**

- a) Construction grant for construction of the building will be admissible to State Governments, Municipal Corporations, Cantonment Boards and Panchayati Raj Institutions only. Land for this purpose is to be provided by the implementing agency free of cost.
- b) Rent for Swadhar Greh, if run in a rented building.
- c) Assistance for recurring and non recurring expenditure for management of Swadhar Greh
- d) Provision for food, shelter, clothing, medical care, pocket expense for residents and children
- e) Provision of counseling, legal aid, vocational training and guidance..

## **H. Pattern of Assistance:**

The Central Government (Ministry of Women and Child Development) will provide 100 percent funding as Grant-in-aid to the State Governments and UT Administrations for release to the implementing agencies.

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

- i. **Assistance for Construction:** Government shall grant assistance for construction of rooms/cottages/ huts for the shelter of the residents and common facilities like kitchen, bathroom, training hall, recreation room, dining hall office room etc and infrastructure facilities like water, electricity, approach road, boundary wall etc. The grant shall be subject to a ceiling of Rs.1,33,000/- per resident. Construction grant will be given to State Governments agencies including Women Development Corporation, Central or State autonomous bodies, Municipal Corporations and Panchayati Raj Institutions only. The rates of items/services for construction to be adopted in the estimate should not be in excess of Schedule of Rates(SoR) of the PWD of the State concerned.
- ii. **Assistance for Rent:** The maximum rent admissible for a Swadhar Greh intended for 30 residents is Rs. 50,000/- per month in grade 'A' cities, Rs. 30,000/- per month in grade 'B' cities and Rs. 18,000/- at other places. The list of grade 'A' and grade 'B' cities is annexed. It should be ensured that the building is not located in high rent areas. Reasonableness of the rent should be certified by the District Collector/State PWD or any other agency authorized by the respective State Government/UT Administration for the purpose.

### **Norms for Residential Space:**

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

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

**(Amount in Rupees)**

<b>S. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Remuneration (Monthly)</b>	<b>Remuneration (Yearly)</b>
1.	Resident Superintendent	1	12,000	1,44,000
2.	Counselor	1	10,000	1,20,000

3.	Office Assistant cum DEO	1	8000	96,000
4.	Medical Doctor (part time)	1	6000	72,000
5.	Guard/Watchman	2	10,000	1,20,000
<b>Total</b>		<b>7</b>	<b>46,000</b>	<b>5,52,000</b>

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

(Amount in Rupees)

S. No.	Particulars	Unit	Expenditure (Monthly)	Expenditure (Yearly)
1	Expenditure towards food	Per resident	1300	468000 #
2	Expenditure towards clothing	Per resident	-----	30000 #
3	Expenditure towards medicines, personal hygiene products etc.	Per resident	175	63000 #
4.	Pocket Money	Per resident	100	36000 #
5.	Expense for Recreational activities	Consolidated		12000 #
6.	Reimbursement of fees for vocational training under NCVT approved plan and certificate to be issued	Reimbursement of training and test fees as per the norms fixed by the Labour Dept./ NCVT per women	* 1800/- per resident p.a.	27000** (subject to actual)
7.	Contingency including telephone charges	Per home		50,000
8.	Rent***	Per home	50,000/ 30,000/ 18,000.	6,00,000/ 3,60,000/ 2,16,000.
Total				12,86,000/ 10,46,000/ 9,02,000.

# The women in the age group of 25 to 35 and their children will get all the benefits only for a period of 12 months and after that they will get the facilities of accommodation only and arrange all their expenses from their own resources.

\* Expenditure for Vocational Training has been calculated @ Rs.1800/- per resident for the courses approved by NCVT, training fee for which ranges from Rs.500/- to Rs.2000/- depending upon the duration of training. It is estimated that the average training fee will be Rs.1000/- per resident (after adjusting the available 25% relaxation in training fee for

women). After including the test fee of Rs.800/- per woman, the tentative training cost comes to Rs.1800/- per resident.

\*\* It is estimated that 50% of the residents will avail training facilitating their rehabilitation. The estimated yearly expenditure on vocational training head for a Swadhar Greh having capacity of 30 women will therefore be Rs.27000/-. The Swadhar Greh will however be given reimbursement of training fees on actual basis without any ceiling.

\*\*\* As per classification.

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

- v. **Provision for Children:** For the children of Swadhar Greh, expenditure will be given @ 2/3 of the recurring expenditure applicable to women on each head.
- vi. **Non Recurring Expenditure:** There would be a provision of onetime non-recurring grant of Rs.5000/- per women for purchase of necessary items including furniture, beds, bedding, utensils, television etc. However, on successful implementation of the project for five years, the Project Sanctioning Committee while deciding its continuance for further period may allow appropriate amount not exceeding the original grant for replacing unserviceable items.

## **I. Duties of the Staff of Swadhar Greh:**

- a) **Resident Superintendent:** She will be the overall incharge/administrative head of the Swadhar Greh and ensures smooth functioning of Swadhar Greh so that problems of residents of Swadhar Greh could be sorted out by her.
- b) **Counselor:** She will provide Swadhar Greh to the residents of Swadhar Greh as well as needy women through telephone. She will also assist Resident Superintendent in managing Swadhar Greh.

### **Qualification:**

Superintendent	- Preferably Post Graduate with 2-3 years supervisory experience in running of such Homes.
Counsellor	- Masters in Social Work/ Psychology/Sociology. Persons with previous experience preferred.
Office Assistant	- Graduate (with proficiency in Computer operation)
Guard/Watchman/Peon	- Middle Level

Requirement of above educational qualifications need not be insisted in respect of staff of existing homes who have been working in the homes for more than five years.

## **J. Support Services:**

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

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

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

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

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

**K. Sanction of new projects( Swadhar Greh):**

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

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

**L . Procedure for Release of Grant:**

State Governments/ UT Administrations will release the grant to the implementing agencies as under:-

**a) For Construction of Swadhar Grehs:**

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

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

**M. Swadhar Grehs in Rented Premises**

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

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

**N. Release of grant by the Central Government**

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

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

## **O. Monitoring of Scheme:**

### *i. Monitoring at the District Level*

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

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

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

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

### *ii. Monitoring at the State Level*

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

### *iii. Monitoring at the Central Level*

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

**P. Non adherence of Schematic norms and other violations**

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

**Q. Transitional Provisions:**

- i. All existing Swadhar Homes and Short Stay Homes functioning on the date the new guidelines come into force stand renamed as Swadhar Greh and operate as per the new guidelines. The State Governments/ UT administrations may assess the need and functioning of these Homes and take action for further continuance or otherwise.
- ii. Liabilities committed prior to introduction of new guidelines shall be calculated as per pre revised norms and shall be reimbursed to the implementing agencies by the Ministry of Women and Child Development on the recommendation of State Governments/ UT administrations and on submission of requisite documents by the implementing agencies.

**R. To Raise Awareness in Public:**

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

**Scheme of Swadhar Greh**

**APPLICATION FORM**

**Part-A- THE ORGANISATION**

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

Name of activity	Coverage			Expenditure
	Men	Women	Children	

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

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

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

Sanction Order No.	Date	Amount	Scheme	Address of funding agency

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

Country	Organisation	Purpose	Amount

14. Details of office bearers of the organisation:

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

15. Details of employees of the Organisation:

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

16. Details of Managing Committee members of the organisation

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

## Part - B - THE PROPOSAL

(i) **For construction grant**

1. Whether land is available with the implementing agency for construction of Swadhar Greh. If so, please provide the following details:
  - a) Plot No./Survey No.
  - b) Area
  - c) Road
  - d) Location
  - e) Block
  - f) District State Pin Code
  
2. Capacity of the proposed building:-
  
3. Likely date of commencement and completion of the project:
  
4. Details of the proposed hostel building (copy of the site plan, building plan certified by registered architect and structural estimate certified by State PWD to be attached). Area norms should be as per para H of the Scheme)
  - a) Total Plinth Area/Covered Area:
  - b) Estimated cost of the building:
  - c) Construction Details:

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

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

6. Expenditure details-

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

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

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

District:

Block:

Pin Code:

Telephone No. with STD code;

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

3. Accommodation available for the Shelter:

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

4. Is it rent-free accommodation:

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

6. Classification of proposed beneficiaries:

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

Date:  
organisation

Signature of Secretary/President of the

## PART-C- PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

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

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

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

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

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

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

23. Any other information about the NGO

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

(SIGNATURE)

NAME:

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

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

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

**Other Conditions to be followed by the State Govt.:**

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

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

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

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

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

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

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

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

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

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

***Monitoring indicators SWADHAR GREH***

**Human Resource**

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

**Infrastructure**

**Location**

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

**Space**

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

**Assets**

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

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

### Basic Amenities

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

### Case Management

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

### Vocational trainings and IGAs

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

3								
4								
5								
6								
7								
8								
9								
10								

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

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

**Overall Assessment of the home by the Inspecting Official**

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

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

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

Deficiencies noted.