

TIME BOUND

F.No.8-37(13)/2011-Swadhar
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi
Dated: 04.10.2011

OFFICE MEMORANDUM

Subject : Swadhar Greh Scheme for women in difficult circumstances - reg.

The undersigned is directed to refer to EFC Meeting held on 29.07.2011 for merger of schemes of Swadhar & Short Stay Home into Swadhar Greh and to say that the revised scheme of 'Swadhar Greh', as recommended by the EFC has been approved by the Ministry of Finance with the stipulation that from the 12th Five Year Plan onwards, 25% of the cost (10% for NE States) towards running of Swadhar Greh shall be borne by the respective State Government/UT Admn.

3. A copy of the revised Scheme of 'Swadhar Greh' is enclosed.

(Sanjay Kumar Sinha)

Under Secretary to the Govt. of India
Tele No.23383809

1. The Secretary, Department of Expenditure, Ministry of Finance, North Block, New Delhi (with reference to ID Note No.42(3)/PF/2001/Min. of Finance/Deptt. of Expenditure/PF-II Division dated 20/09/2011).
2. The Secretary, Planning Commission, Yojana Bhawan, New Delhi (with ref. No.14089/1/2011-PAMD dated 20.04.2011).
3. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
4. The Secretary, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.
5. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi
6. The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi
7. The Secretary, Ministry of Rural Development, Krishi Bhawan, New Delhi
8. Principal Advisor (WCD), Planning Commission, Yojana Bhawan, New Delhi.
9. Adviser (PAMD), Planning Commission, Yojana Bhawan, New Delhi.
10. Joint Secretary, (PF.II), Department of Expenditure, North Block, New Delhi.

Copy to:-

All State Governments/UT Administrations

F.No.8-37(20)/2009-Swadhar
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi
Dated: 27.07.2011

OFFICE MEMORANDUM

Subject : Meeting of Expenditure Finance Committee (EFC) for merger of schemes of Swadhar & Short Stay Home with a revised scheme Swadhar Greh during the XIth Five Year Plan – reg.

In continuation of this Ministry's O.M. of even number dated 18.07.2011 on the subject mentioned above, the undersigned is directed to say that the meeting of the Expenditure Finance Committee (EFC) for merger of schemes of Swadhar & Short Stay Home scheduled to be held on 28.07.2011 has been again postponed due to some administrative reasons and rescheduled to be held on **29.07.2011 at 3.30 p.m** under the chairmanship of Sh. D.K. Sikri, Secretary, Ministry of Women & Child Development in his Chamber (Room No.601), 'A' Wing, Shastri Bhawan, New Delhi. Kindly make it convenient to attend the meeting.

2. Inconvenience caused is regretted.

(G. Devnani)

Deputy Secretary to the Govt. of India
Tele No.23381851

11. The Secretary, Department of Expenditure, Ministry of Finance, North Block, New Delhi.
12. The Secretary, Planning Commission, Yojana Bhawan, New Delhi.
13. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
14. The Secretary, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.
15. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi
16. The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi
17. Principal Advisor (WCD), Planning Commission, Yojana Bhawan, New Delhi.
18. Adviser (PAMD), Planning Commission, Yojana Bhawan, New Delhi.
19. Joint Secretary, (PF.II), Department of Expenditure, North Block, New Delhi.

Copy for information to :-

1. PPS to Secretary(WCD),
2. PPS to AS & FA,
3. PS to AS(WCD),
4. PS to JS(SR).

No.8-37(20)/2009-Swadhar
Government of India
Ministry of Women and Child Development

Krishi Bhawan, New Delhi
Dated: 07.07.2011

OFFICE MEMORANDUM

Subject : Meeting of Expenditure Finance Committee (EFC) for merger of schemes of Swadhar & Short Stay Home with a revised scheme Swadhar Greh during the XIth Five Year Plan – reg.

The undersigned is directed to say that the meeting of the Expenditure Finance committee (EFC) for merger of schemes of Swadhar & Short Stay Home with a revised scheme Swadhar Greh during the XIth Five Year Plan with revised cost norms of the components of the schemes will be held on 15.07.2011 at 3.30 p.m. under the chairmanship of Sh. D.K. Sikri, Secretary, Ministry of Women & Child Development in his Chamber (Room No.601), 'A' Wing, Shastri Bhawan, New Delhi.

2. A copy of the EFC Memo is enclosed.
3. It is requested to kindly make it convenient to attend the meeting.

(G. Devnani)

Deputy Secretary to the Govt. of India
Tele No.23347623

20. The Secretary, Department of Expenditure, Ministry of Finance, North Block, New Delhi.
21. The Secretary, Planning Commission, Yojana Bhawan, New Delhi.
22. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
23. The Secretary, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.
24. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi
25. The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi
26. Principal Advisor (WCD), Planning Commission, Yojana Bhawan, New Delhi.
27. Adviser (PAMD), Planning Commission, Yojana Bhawan, New Delhi.
28. Joint Secretary, (PF.II), Department of Expenditure, North Block, New Delhi.

Copy for information to :-

5. PPS to Secretary(WCD),
6. PPS to AS & FA,
7. PS to AS(WCD),
8. JS(PM)/DS(SW).

SWADHAR GREH - A SCHEME FOR WOMEN IN DIFFICULT CIRCUMSTANCES

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 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, trainings, 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 woman victim of difficult circumstances so that she could lead her 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, new swadhar greh will be set up in every district with capacity of 30 women with the following objectives:

- 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.
- To enable them to regain their emotional strength that gets hampered due to their encounter with unfortunate circumstances.
- To provide them with legal aid and guidance to enable them to take steps for their readjustment in family/society.
- To rehabilitate them economically and emotionally.
- To act as a support system that understands and meets various requirements of women in distress.
- 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:

- Temporary residential accommodation with or without the provision of food, clothing, medical facilities etc.
- Vocational and skill up gradation trainings for economic rehabilitation of such women
- Counseling, awareness generation and behavioral trainings
- Legal aid and Guidance
- Counseling will also be provided through telephone.

E. Beneficiaries:

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

- Women who are deserted and are without any family support;
- Widows survivors of natural disaster who have been rendered homeless and are without any social and economic support;
- Women affected by HIV/AIDS;
- Women prisoners released from jail and are without family, social and economic support;
- Women victims of domestic violence, family tension or discord, 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
- Trafficked women/girls rescued or runaway from brothels or other places where they face exploitation. 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 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 home or such other institution.

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 12 years would be allowed to stay in the swadhar greh with their mothers. (Boys of more than 12 years of age will be shifted to the Children Homes being run under JJ Act.).

F. Implementing Agencies and Eligibility Criteria

Any of the following agencies/organizations can seek assistance under the scheme:

- State Government agencies including Women Development Corporations set up by the State Government
- Urban Municipal Bodies
- Cantonment Boards
- Panchayati Raj Institutions and Co-operative institutions

- Departments of Women and Child Development/Social Welfare in the State Governments which may construct swadhar greh, and lease them to organization(s) having requisite experience for such period as deemed fit, for managing the operations under this scheme.
- Public Trusts registered under any law for the time being in force.
- 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;

The organization should meet the following criteria:

- It should be either recognized by the State/UT Administration under any 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,
- 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,
- It should have facilities, resources, personnel and experience to undertake the management of such a project,
- Its financial position should be sound to take care of expenditure for a few months in case the grant is delayed.
- It should run the swadhar greh on a no - profit basis.

The organization should have facilities like computers, internet connections etc. at swadhar greh.

Organization will be given sanction for swadhar greh for a period of five (5) years to begin with. After the expiry of 5 years period, it will be renewed for a further period of five (5) years each time.

G. Components of the Scheme:

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

H. Pattern of Assistance:

The implementing agencies may seek assistance for all the components as mentioned above under the scheme. However, assistance can be sought for a few components provided that the 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 cost of construction would be shared by Central Government and the State Government in the proportion of 75% and 25% respectively. The central Government's share shall be subject to a ceiling of Rs.1,00,000/- per resident. **Construction grant will be given to State Governments agencies including Women Development Corporation, Municipal Corporations and Panchayati Raj Institutions only.**
- ii. **Assistance for Rent:** The amount of rent of the building would be shared between Centre and the implementing organization in proportion of 90% and 10% respectively subject to a maximum of Rs.25,000/- per month for a swadhar greh intended for 30 residents. It would however, 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.

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 not less than 80 sq. ft. excluding common space and utilities. Besides, every swadhar greh should be properly ventilated with adequate facilities of bathrooms, toilets, and dining 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 with women helpline would be as under:

(Amount in Rupees)

S. No	Name of the Post	No. of Posts	Remuneration (Monthly)	Remuneration (Yearly)
1.	Resident Superintendent	1	12000	144000
2.	Counselor	1	10000	120000
3.	Office Assistant cum DEO	1	8000	96000
4.	Multipurpose workers	1	5000	60000
5.	Guard/Watchman	2	10000	120000
Total		7	45000	540000

- 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	1200	432000 #
2	Expenditure towards clothing	Per resident	-----	30000 #
3	Expenditure towards medicines, personal hygiene products etc.	Per resident	200	72000 #
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	* Rs.1800/- per resident p.a.	27000** (subject to actual)
7.	Contingency including telephone charges	Per home		50000
Total				6,59,000

For the women in the age group of 25 to 35 and their children will get all the benefits only for a period of 6 month 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 organization will however be given reimbursement for training fees on actual basis.

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.

Quantum of Periodic Increase in the Financial Assistance:

- Annual increment in the salary of the staff @ 5% per annum.
- Annual Increment in the recurring expenditure @ 5% per annum
- An increase up to 5% in the rent would be considered after every two years subject to the actual.
- A provision of 10% increase in the construction cost after every three years from the date of notification of the scheme.
- Implementing agencies that have their own buildings would be entitled for maintenance cum upkeep grant of 25% of the amount of rent of a swadhar greh of equivalent capacity.

- v. **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 etc.

- vi. **From the 12th Five year Plan, 25% of the costs(10% for North-Eastern States) towards running of swadhar grehs shall be shared by the respective State Governments/UTs Administration**

Duties of the Staff of Swadhar Greh:

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.

Counselor: She will provide counseling to the residents of swadhar greh as well as needy women through telephone. She will also assist Resident Superintendent in managing swadhar greh.

Multipurpose Workers: These workers will look after various responsibilities of swadhar greh such as accompanying the residents to vocational training programmes, hospital, court and other places as required. They will also arrange general maintenance and the grossary items for the swadhar greh.

Qualification:

Superintendent	- Post Graduate
Counselor	- Masters in Social Work/ Psychology/Sociology
Office Assistant	- Graduate (with proficiency in Computer operation)
Multi Purpose Worker	- Class 12 th
Guard/Watchman/Peon	- Middle Level

The relaxation in educational qualification would be permissible to the staff of existing homes who have been working for more than five years.

Support Services:

Legal Service: The legal assistance requirements of the beneficiaries shall be met through the District Legal Services Authority. Where ever District Legal Service Authority is not available, the implementing organization will arrange alternative suitable legal assistance.

Vocational Training: Arrangement would be made by the organization for providing vocational training to the women through the Vocational Training Institute 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.

Medical Facilities: Health Check up and medical facilities will be tied up with local civil hospital/CHC/PHC. However, implementing organization may arrange a part time doctor for swadhar greh and expenditure toward doctor may be met from the 'medical care and personal hygiene head'.

Counseling: 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 of the proposed scheme.

During the course of implementation of the merged 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 grehs to improve the quality of services to be provided in swadhar greh.

I. Sanction of the proposal:

- (I) The State Government will send a consolidated proposal containing all the applications of suitable organizations in the prescribed format, complete in all respect duly approved by the State Level Empowered Committee to the Ministry of Women and Child Development, Government of India, Shastri Bhavan, New Delhi.
- (II) Each proposal will be scrutinized as per the norms of the scheme and the proposals which fulfill the norms will be placed before the **Project Approval Board** which will be constituted under the Chairpersonship of Secretary(WCD) with the following composition:-
- | | |
|---|----------|
| i. Financial Adviser, Ministry of Women and Child Development | - Member |
| ii. Senior Advisor, Planning Commission | - Member |
| iii. Joint Secretary of the concerned Bureau in the MWCD | - Member |
| iv. Director of concerned Division, Ministry of WCD | - Member |
| v. Director, NIPCCD | - Member |
| vi. Director, Ministry of HRD | - Member |
| vii. Director, Ministry of Labour & Employment | - Member |
| viii. Director, Ministry of Home Affairs | - Member |
| ix. Director, Ministry of Social Justice & Empowerment | - Member |
- (III) The **PAB** shall be the final authority for accepting, reviewing, and sanctioning of proposals for assistance under the scheme.

J. Procedure for Release of Grant:

For Construction of Swadhar Grehs:

The grant for construction cost for new swadhar greh shall be released in three (3) installments, in the ratio of 50:40:10. The one-time grants proposed to be introduced for purchase of furniture and common area facilities may be released with the final installment of 10% of the construction cost.

- (a) After the proposal is approved, the implementing agency shall submit the building plan approved by the local authority along with the building permission for release of the grant. After that **first installment** of grant will be released to the implementing agency.
- (b) **The second installment** will be released after the implementing agency has spent the previous installment along with its own proportionate share of cost in the construction of the building. The Request for release of next installment will be accompanied by:
- Utilization Certificate of the previous installment and an up to date consolidated statement of the actual expenditure incurred on execution of the approved plans and estimates, duly certified by a Chartered Accountant/ Government Auditor. The

expenditure reflected therein should not be below 50% of the approved estimates (in case of request for release of the second installment), and 90% of the approved estimates (in case of release of third installment).

- ii) The implementing agency should furnish a statement indicating up to date physical progress of the construction work to this Ministry regularly at the end of each quarter and the quarterly progress report on the construction work till the building is completed.
- (c) **The 3rd and final installment** will be released on the completion of the construction of the building, along with the one-time grants mentioned above, provided the following documents are produced:
- i) 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
 - ii) Consolidated Utilization Certificate (which would also include Utilization Certificates of first and second installments clearly and separately indicated) and Statement of Expenditure incurred on the construction of building duly audited by the authorized auditors/Govt. auditors/Chartered Accountant.
 - iii) Dated photographs of at least the four corners, 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.

The detailed guidelines regarding the procedure to be followed for construction grant is at Appendix-I.

Swadhar Grehs in Rented Premises

Where assistance is sought towards swadhar greh on rent, release shall be made in two equal installments every year. The one-time grant for non-recurring items shall be released with the first installment.

- (a) First installment 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 building is being run with financial assistance of the Ministry of Women and Child Development, Government of India.
- (b) The second and subsequent installment will be released after the implementing agency furnishes proof that it has spent the previous installment for the purpose for which it was granted. Release of the second and subsequent installment shall be accompanied by the following documents:
 - i. Utilization Certificate of the previous installment and an up to date consolidated statement of the actual expenditure incurred
 - ii. 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 present occupancy alongwith break-up of actual number of children found present at the time of inspection against the approved occupancy of the residents.

In case of subsequent request for continuation of the grant, State Governments will submit consolidated proposal including applications of all the implementing agencies which are running swadhar greh in their States with specific recommendations about the functioning of each and every swadhar greh keeping in view all the aspects of the scheme. PAB will consider all the proposals for continuation of grant. Only after the approval of PAB, further instalment of grant will be released to the implementing agencies.

State Governments are required to furnish the consolidated proposal for release of first instalment of annual grant by 30th April and by 31st October for the second instalment of the respective financial year so that the funds could be released to implementing agencies on time.

The detailed guidelines regarding the procedure to be followed for grant for rented building are at Appendix-II.

The guidelines/Instructions for Admission Policy, Services to be provided and Maintenance of Records of the Swadhar Greh is at Appendix-III.

K. Monitoring of Scheme:

i) *Monitoring at the District Level*

All the swadhar grehs established under the scheme whether newly constructed or running in rented premises or otherwise, would be monitored continuously by the District Administration in order to ensure their smooth functioning, identifying groups and suggesting steps that would lead to their better functioning.

For this purpose, a **District Women's Welfare Committee (DWWC)** would be constituted in every district to look after the affairs of every swadhar greh in the district. DWWC will conduct need assessment in their respective districts and inform State Government about the magnitude of prevalence of such cases so that the proposed swadhar greh could accommodate the estimated destitute women. Further, it would be responsible for providing accreditation, forwarding and recommending proposals, sending recommendations for release of installments of the grant, undertaking periodic monitoring of the functioning of swadhar grehs in their local area, as provided under the scheme and facilitating for generating awareness about the scheme. The DWWC shall be headed by the District Collector/District Magistrate as the case may be, and shall have following as members:

- Chief Medical Officer
- Superintendent of Police
- District Social Welfare Officer/Women and Child Development Officer
- Representative of District Legal Services Authority
- Noted social worker in the field of women welfare
- Representative of the Municipal Corporations/Panchayati Raj Institutions
- Other eminent persons of the district at the discretion of District Collector

It should be ensured that at least two members of the DWWC shall be women. The DWWC shall meet at least once in six months or in case an issue arises for immediate resolution.

Each implementing agency will submit the Quarterly Progress Report (QPR) of swadhar greh, list of Rehabilitated Women and list of present women etc. in the prescribed format to the DWWC. For second time, applications for continuation of the grant-in-aid following review of the swadhar greh, the DWWC would send its recommendations to the State Government.

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. The Committee at the State Level/UT Administration shall meet at least twice a year and monitor the projects. The continuation of grant to the agency would be based on the satisfactory performance reported by the State Government/UT Administration.

iii) *Monitoring at the Central Level*

MWCD shall also review the functioning of the swadhar greh in every five year. Wherever felt necessary, the implementation of the project is got inspected by the officers of the Ministry of WCD.

L. Evaluation of the Scheme:

The scheme would be evaluated after 3 years by an independent agency identified for this purpose. The evaluation would be done to monitor the impact of scheme on the intended beneficiaries as well as identifying the gaps, if any, in the implementation of the scheme and suggest remedies thereof.

M. In case of default

- (a) In the event of any violation or breach of any provision of the scheme 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 in case of swadhar grehs constructed on public land or under the relevant Rent Control Act in case of other swadhar grehs, or under the Indian Penal Code, as may be applicable.
- (b) 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 taking 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.
- (c) The Government of India through the Ministry or State Departments may be entitled to take over the swadhar greh building and/or assets created by the grant provided under the Scheme, if the implementing agency mis-utilizes the financial assistance or wrongly use the swadhar greh building for any other purpose.
- (d) In case of any minor default (like keeping less residents and reporting higher number, treating badly with the residents, making wrong entry in the book of records and keeping such women who does not cover under the scheme) by the implementing agencies, **the PAB of the Ministry on its own or on recommendation of the State Govt. shall be empowered to deduct up to 10% of the sanctioned amount as penalty.** For a major default (like siphoning of funds for some other purpose and submission of forged documents), besides the action proposed in the preceding paras, the **swadhar greh will be de-recognized and name of the organization will be listed as a blacklisted organization in the Ministry's website.** Ministry shall also refuse grants/assistance to an organization in which the person, who is in the Board of Management of the blacklisted organization, is also a trustee/member of the Board of Management.

N. Transitional Provisions:

The State Government/UT Administration would undertake a comprehensive review of the all existing shelter homes in the State/UT through District Administration within a period of three months of the notification of the Scheme. The State Government would follow the certain criteria/instructions, included in the Scheme, while furnishing the report for shelter homes. The follow up action to be taken by the Ministry is as under:

- State Governments will undertake a comprehensive review of the all existing Swadhar Homes and SSHs with in a time-bound manner through a well defined mechanism and criteria. The criteria for furnishing the report by State Government would include but not be limited to:
 - Location of the Home and need assessment;
 - Condition of the building where it is situated and the size of the Home;
 - The number of residents existing and could be accommodated within the home in future;
 - Strength of the staff and the manner in which the Home is being managed;
 - Facilities available to the residents of the Home;
 - Number of women got shelter during last five years or since the inception of the home;
 - Number of women got rehabilitated during the entire period of functioning of shelter home; and
 - Extent the rehabilitation of women.
- Ministry will obtain State-wise consolidated proposals for converting those swadhar homes/short stay homes into swadhar greh which are found functioning satisfactorily and need for continuation is justified.
- A Project Advisory Board (PAB) will be constituted in the Ministry under the chairpersonship of Secretary, WCD. The PAB will give its approval/sanctions to each proposal submitted by the State Government for setting up/running of swadhar greh;
- Proposals for setting up of new swadhar greh for uncovered districts justified with need assessment will also be obtained by State Governments with the recommendation of SLEC.

To Raise Awareness in Public:

The scheme will be publicized through the State Governments. Each implementing agency will also disseminate information about the swadhar greh to the people though various available modes

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

State Govt./ UT Administration should submit the application including the followings documents :

- 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.
- 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. The building plan approved by the Ministry for the construction of the building should include a certificate from the local Municipal Authorities that its building plan has been approved and construction has been permitted.
- 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.:

- The building would be constructed in accordance with the plan approved by the Government of India. No change in the plan can be made without the prior approval of MWCD, Govt. of India.
- However, if any change in the building plans is considered necessary by the implementing agency, subject to the satisfaction of the Ministry, 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.
- No additional financial liability will be devolved on the Government of India 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.
- 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.
- 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.
- Any unspent portion of the grant shall be refunded to the Government of India at once.
- 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;
- iv. Annual Reports for the last three years
- v. Copy of the rent agreement as certified by the competent authority;
- 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

- 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.
- 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.
- 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.
- Each case should have a separate file with complete case record, addresses of relatives, referral letters and other letter 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.
- 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.
- The information of each and every victim admitted in the swadhar greh should be sent to the nearest police station within 48 hours and an acknowledgement/copy of FIR be kept on record.
- 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.
- 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.
- Every woman would be provided with a Photo ID Card till such time as the proposed UID Cards are operationalised.
- A medical check- up of every woman would be undertaken within 3 days of her admission. The arrangement of medical check-up should made by the organization in the nearest government run hospital/dispensary. Cases requiring urgent medical attention should be referred to nearest government run hospitals.
- 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.
- Adequate medical facilities including medical kit should be maintained at each swadhar greh. The medical kit should include basic items like antibiotics, burn creams, tape, bandages, strips for wound closure and management, scissors etc.
- 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.
- 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. The Ministry would reimburse the amount of fees as per the actual expenditure incurred in the training course