

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

UJJAWALA

**A Comprehensive Scheme for Prevention of Trafficking and
Rescue, Rehabilitation and Re-Integration of Victims of
Trafficking for Commercial Sexual Exploitation**

DECEMBER, 2007

Government of India
Ministry of Women and Child Development

Ujjawala

**A Comprehensive Scheme for Prevention of Trafficking and Rescue,
Rehabilitation and Re-integration of Victims of Trafficking for Commercial
Sexual Exploitation**

BACKGROUND

1. Trafficking of women and children for commercial sexual exploitation is an organized crime that violates basic human rights. India has emerged as a source, destination and transit for both in-country and cross border trafficking. The problem of trafficking of women and children for commercial sexual exploitation is especially challenging due to its myriad complexities and variation. Poverty, low status of women, lack of a protective environment etc are some of the causes for trafficking.
2. A multi sectoral approach is needed which will undertake preventive measures to arrest trafficking especially in vulnerable areas and sections of population; and to enable rescue, rehabilitation and reintegration of the trafficked victims.
3. Keeping the above issues and gaps in mind the Ministry has formulated a Central Scheme “Comprehensive Scheme for Prevention of Trafficking for Rescue, Rehabilitation and Re-Integration of Victims of Trafficking for Commercial Sexual Exploitation—Ujjawala”. The new scheme has been conceived primarily for the purpose of preventing trafficking on the one hand and rescue and rehabilitation of victims on the other.

OBJECTIVE OF THE SCHEME

- To prevent trafficking of women and children for commercial sexual exploitation through social mobilization and involvement of local communities, awareness generation programmes, generate public discourse through workshops/seminars and such events and any other innovative activity.
- To facilitate rescue of victims from the place of their exploitation and place them in safe custody.
- To provide rehabilitation services both immediate and long-term to the victims by providing basic amenities/needs such as shelter, food, clothing, medical treatment including counselling, legal aid and guidance and vocational training.
- To facilitate reintegration of the victims into the family and society at large
- To facilitate repatriation of cross-border victims to their country of origin.

TARGET GROUP/BENEFICIARIES

- Women and children who are vulnerable to trafficking for commercial sexual exploitation.
- Women and children who are victims of trafficking for commercial sexual exploitation.

IMPLEMENTING AGENCIES

The implementing agencies can be the Social Welfare/Women and Child Welfare Department of State Government, Women's Development Corporations, Women's Development Centres, Urban Local Bodies, reputed Public/Private Trust or Voluntary Organizations. The organization must have adequate experience in the field of trafficking, social defence, dealing with women and children in need of care and protection, children in conflict with law, etc

ELIGIBILITY CONDITIONS

The implementing organizations must fulfill the following eligibility conditions:

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

THE COMPONENTS OF SCHEME AND PATTERN OF ASSISTANCE

The Scheme shall have the following main components: -

- 1. PREVENTION**
- 2. RESCUE**
- 3. REHABILITATION**
- 4. RE-INTEGRATION**
- 5. REPATRIATION**

The implementing agencies may seek assistance for one or more the components as mentioned under the scheme. **While applying for a particular component(s), the implementing agencies should provide justification for selecting the specific components and the location of projects.**

NOTE: -THE IMPLEMENTING AGENCY CAN LEVERAGE THEIR SANCTIONED FUNDS (UPTO 10%) WITHIN AND BETWEEN COMPONENTS.

DESCRIPTION OF THE COMPONENTS OF SCHEME

Assistance will be provided for the following: -

1. PREVENTION

1.1 Formation and functioning of Community Vigilance Groups

1.2 Formation and functioning of Balika (adolescent girls)/Balala (adolescent children) Sanghas

1.3 Sensitization Workshops/Seminars.

1.4 Awareness generation through mass media including kalajathas, street plays, puppetry or through any other art forms, preferably traditional

1.5 Development and printing of awareness generation material such as pamphlets, leaflets and posters (in local language)

COMPONENT (PREVENTION)		Annual Budget (in Rs)
1.1	Formation and functioning of Community Vigilance Group (Minimum 3 Community Vigilance Group)	
a.	Formation	6000
b.	Nurturing (monthly meeting, correspondence, transport etc.)	18000
1.2	Formation and functioning of Balika (adolescent girls)/Balala (adolescent children) Sanghas (Minimum 3 Sanghas)	
a.	Formation	6000
b.	Nurturing (monthly meeting, correspondence, transport etc.)	18000
1.3	Sensitization Workshops/Seminars (2 days)	
a.	Hiring of Venue	5000
b.	Communication	1000
c.	Resource Persons	2500
d.	Lunch and Refreshment (at least 30 participants x Rs 75 x 2 days)	4500
e.	Resource material	2000
f.	TA/DA for participants	3000
1.4	Awareness generation through mass media including kalajathas, street plays, puppetry or through any other art forms, preferably traditional	
a.	Formation of Group	10000
b.	Performance of play (includes travel, lodging/boarding, publicity @ Rs 2500 x 10 plays)	25000
1.5	Development and printing of awareness generation material such as pamphlets, leaflets and posters hoardings, advertisements etc. (in local language)	65,500
TOTAL		1,66,500

2. RESCUE

2.1 Information gathering: Through formation of network of Police, NGOs, Women's Groups, Youth Groups, Panchayats, Hotels and tour operators etc., to gather information on traffickers, suspicious people and vulnerable families.

2.2 Rescue operations: The scheme would provide for—

- a. Incentives to decoy customers/informers;
- b. Transportation cost of victim(s) from place of rescue to shelter home;
- c. Initial documentation.

2.3 Immediate Relief on Rescue: The scheme will provide food, shelter, toiletries, clothing, trauma care/counseling, medical aid etc. during the interim period between rescue and production before the concerned authorities.

Component-2 (RESCUE)		Annual Budget (in Rs)
2.1	Information gathering---Communication	6000
2.2	Rescue operation	
a.	Informers	5000
b.	Transport	2000
c.	Documentation, filing of reports etc.	500
2.3	Immediate Relief on Rescue	
a.	Basic Amenities	5000
b.	Medical Aid	5000
TOTAL		23,500

3. REHABILITATION

3.1 Setting up of Protective and Rehabilitative (P&R) Homes—The P&R Homes would be set-up by the agency.

3.2 Basic amenities—To provide basic amenities such food, clothing and other items of personal use.

3.3 Medical Care—This Scheme would provide Doctor's fee, cost of medicines, hospitalization, appropriate linkages to de-addiction centers.

Since the victims of trafficking undergo immense psychological trauma, professional counseling services would be provided through a qualified clinical psychologist and psychiatrist.

3.4 Legal Aid— As victims are the main witnesses against the trafficker/pimp/perpetrator, or to claim their right to property, marital rights, divorce, maintenance and custody of children, they will need to be provided with legal aid which would include court work and documentation relating to the victims court case.

3.5 Administrative Costs—To support small contingencies arising out of the project.

3.6 Education— As a large proportion of the rescued victims are children, they will need to be inducted into the formal or open school system, for which some expenditure on text-books, notebooks, stationary, school uniform and other incidental expenses may have to be incurred.

3.7 Vocational Training and Income generation activities—in order to completely rehabilitate the victim it is necessary to provide alternate livelihood options. Therefore, support for vocational training is provided.

Component-3 (REHABILITATION)		Annual Budget (in Rs)
3.1	Setting up of Protective Homes (50 victims)	
a.	Rent*	
	A Grade Cities (Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad) (Rs 25000 x 12 months)	300000
	B Grade Cities (Rest of India) (Rs 20000 x 12 months)	240000
b.	Staff #	
	<i>Project Director (Rs 10,000 x 1 x 12months)</i>	120000
	<i>Social Worker (2) (Rs 5000 x 2x 12months)</i>	120000
	<i>Clinical Psychologist (Rs 5000 x 1x 12months)</i>	60000
	<i>Clerk cum Accountant (Rs 3000 x 1 x 12months)</i>	36000
	<i>Guard (2) [Rs 2500 x 2 x 12 months]</i>	60000
	<i>Doctor (Part time)[Rs 3000 x 12months]</i>	36000
	<i>Psychiatrist (Part time)[Rs 3000 x 12months]</i>	36000
c.	Furniture, utensils, linen beds, locker etc. (non-recurring)	150000
d.	Electricity and Water (Rs 3000 x 12 months)	36000
3.2	Basic amenities	
a.	Food (Rs 700 x 50 girls x 12 months)	420000
b.	Personal (Rs 150 x 50 girls x 12 months) <i>such as clothes, toiletries, sanitary items etc.</i>	90000
3.3	Medical Care (Medicines includes emergency care) [Rs 200x 50 x 12 months]	120000
3.4	Legal Aid (court work and documentation) [Rs 200 x 12 x 50]	120000
3.5	Administrative Support	10500
3.6	Education	
a.	Formal School [support--Rs 200 x 12 x 30 victims]	72000
3.7	Vocational Training and Income generation activities [Support—Rs 5000 x 20 victims]	100000
TOTAL : A Grade Cities		18,86,500
: B Grade Cities		18,26,500
* Subject to Rent Assessment Certificate from State PWD		
# Wherever possible appointment of eligible SCs/STs/OBCs/Minorities may be undertaken		

4. RE-INTEGRATION

4.1 Setting of Half-Way Home—Half-Way Home is a Home within the community, where a group of victims, ready for reintegration, live and work out of this place. This is to facilitate smooth transition from the life in P&R Home to an independent living in the community. A Half-Way Home is for a group of victims who are gainfully employed and can live semi-independently with minimum supervision. This is a phased approach to re-integration into the community.

4.2 Restoration to Families—The scheme would cover travel of the victim and an escort from destination area to her home town/village, expenses incurred towards her food during her travel and incidental expenses.

Component-4 (RE-INTEGRATION)		Annual Budget (in Rs)
4.1	Setting of Half-Way Home (for 10-15 victims)*	
a.	Rent for Half-Way Home (Rs 6000 x 12)	72000
b.	Furniture/Utensils etc (one time, Non-recurring)	10000
4.2	Restoration to Families	
a.	Seed Money (Rs 5000 x 5 victims)	25000
b.	Transport for the victim and escort (Rs 1000 x 2 x 5 victims)	10000
c.	Networking/Follow-up including two visits (Rs 1500 x 5 victims)	7500
TOTAL		1,24,500
* Subject to Rent Assessment Certificate from State PWD		

5. REPATRIATION (CROSS-BORDER)

5.1 Facilitate repatriation procedures—The scheme would provide for expenses incurred in fulfilling various formalities for obtaining repatriation order for the victim.

5.2 Repatriation to country of origin— The scheme would cover travel of the cross-border victim and an escort from destination area to her country of origin or border, expenses incurred towards her food during her travel and incidental expenses.

5.3 Setting-up of Transit Centers—The funds will be provided for setting up of transit camp, food and other incidentals at the border-check points.

Component-5 (REPATRIATION--CROSS BORDER) Applicable only to those agency who have victims of cross-border trafficking		Annual Budget (in Rs)
5.1	Facilitate repatriation procedures, Communication and Documentation	5000
5.2	<i>Repatriation to country of origin</i> (Transport to the victim and escort, includes food and other incidentals)	20000
5.3	Setting-up of Transit Centers	10000
TOTAL		35,000

Summary Statement of Grant Under all Components of the Scheme: -

Component	Name of the Component	Total Budget for the Component (in Rs)		
		Recurring		Non-recurring
		Grade - A Cities	Grade - B Cities	For A & B Grade Cities
1.	Prevention	166500	166500	-
2.	Rescue	23500	23500	-
3.	Rehabilitation	1736500	1676500	150000
4.	Re-Integration	114500	114500	10000
5.	Repatriation— Cross border	35000	35000	-
	Total	2076000	2016000	160000
Total Budget for all Component for the Project (Recurring + Non-Recurring)		2236000	2176000	

PROJECT PROPOSAL

1. The project proposals under the scheme shall be received in prescribed format (**Annexure -I**) through the State Governments/UT Administration.
2. The State Govt./UT Administration shall submit its Appraisal Report and recommendations as per the format prescribed (**Annexure-II**). The State Governments will ensure that the agency has capabilities and creditentials in undertaking activities while recommending their proposal. The State Government will ensure that the project area selected by the agency is justified and the proposed intervention will help in preventing and combating trafficking.
3. The Utilization Certificate and Guidelines for Chartered Accountants/Government Auditors shall be submitted in formats prescribed in **Annexure III**.
4. The application will be normally submitted through the State Governments/UT Administration. In the case of National Organizations the Government may entertain an application from the agency and where necessary obtain the recommendations of the State/UT where the agency proposes to have the activity. Applications of State Branches of well-known agencies and reputed State level agencies, already known to the Ministry of Women and Child Development, can be entertained directly.

The project proposal complete in all aspects as mentioned above shall be submitted to Joint Secretary, CP, Ministry of Women and Child Development, Shastri Bhavan, New Delhi-110001 through Registered Post/Speed Post/Courier.

SANCTIONING OF THE SCHEME

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

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

MONITORING OF THE SCHEME

- I. The continuation of grant to the agency would be based on the satisfactory performance reported by the State Government/UT Administration. In addition, it is proposed that periodic inspection will be undertaken. Separately periodic evaluations of the project will also be undertaken by reputed institutions, Panchyati Raj Institutions, block level institutions, district level institutions.

II. Monitoring at the State Level

The Secretary in-charge of Social Welfare/ Department of Women and Child Development in the State Government/UT Admn. 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 project.

III. Monitoring at the Central Level

MWCD shall also review the functioning of the Centre once a year.

IV. Mid-term Evaluation of the Scheme

The project shall be evaluated in the middle of Eleventh Five-Year Plan.

CONDITIONS OF GRANTS

- i. The grant approved will be paid in two installments, the first installment being normally released with the sanction of the Project and the second and subsequent installment will be released when the agency has spent the previous installment along with its own proportionate share of cost. Requests for release of these installments will be accompanied by a certificate from a Chartered Accountant or a Government Auditor indicating the total expenditure incurred on the project. In case of the project implemented by the State Government/UT Administration or its agencies the second installments of the grant may be released on receipt of the requisite certificate duly signed by an officer of the State Government or Union Territory, as the case may be.
- ii. The voluntary agency/institution shall maintain record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed of encumbered or utilized for purposes other than

those for which grant was given without prior sanction of the Government of India should the organization/institution cease to exist at any time such properties shall revert to the Government of India.

- iii. If the Ministry require clarification of any point not contained in the Application the institution/agency shall supply it within the time specified by the Ministry failing which the Application will not be considered.
- iv. Any unspent portion of the grant shall be refunded to the Government of India immediately.
- v. The sanctioned project shall be reviewed after three years of implementation. Further continuation of the projects will be decided on the basis of the review.
- vi. Guidelines for activities have been formulated. The implementing agency may kindly follow these while implementing the scheme.

ANNEXURES

ANNEXURE - I APPLICATION FORM FOR THE AGENCY

- Part - A Details of the Agency
- Part - B Details of the Proposal
- Part - C List of Documents to be Enclosed

ANNEXURE - II

- Part - A Proforma for Pre-Sanction Appraisal Report to be filled by the Inspection Officer of the State Government/UT Administration for Pre-Sanction Appraisal.
- Part - B Recommendation by State Government / UT Administration

ANNEXURE - III

- Part - A Utilization Certificate by the Chartered Account
- Part - B Guidelines for Chartered Accounts/ Government Auditors.

APPLICATION FORM

Note: 1. The application should be routed through the State Government concerned or the Officer authorized by the State Government concerned.

Part - A : FOR THE AGENCY (Details)

1. Name and full postal address of the head-office of the agency (IN BLOCK LETTERS):

District (IN BLOCK LETTERS):

State (IN BLOCK LETTERS):

Pin Code:

2. Telephone No. with STD code:

3. Fax No:

4. E-mail:

5. Do the bye-laws of the agency permit it to receive Govt. grants and implement women's programme in the proposed project area?

6. Objectives of the Organization:

7. Brief History of the Organization:
(in one paragraph)

8. Whether registered under Indian Societies Registration Act (Act XXI of 1860)/Trust Act. If so, give the number and date of registration:

9. Whether the agency is of all India Character: If yes, give the address of its Branches in different States including the State Branch, which will take up the activity With Phone No., Fax No., e-mail etc.

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

11. Major activities of the agency in the Last 3 years:

Name of activity and year	Coverage	Expenditure	Men	Women	Children

12. Summary of financial status of the agency in the last 3 years
(Rs. in lakhs)

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

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

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

14. Details of Foreign Contribution received during last 3 years*:

Country	Agency	Purpose	Amount

*** Please indicate whether prior permission of the Government of India was obtained. Copy of approval letter to be attached.**

15. Details of office bearers of the agency:

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

16. Details of employees of the agency:

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

17. Details of Managing Committee members of the agency

S. NO.	Name & Address	Male/ Female	Age	Qualification	Profession	Monthly income

Part - B : THE PROPOSAL

The project proposal may be submitted in the following format along with Budget (as per the provisions laid down in the Scheme) and their break-up: -

1. COMPONENT—PREVENTION

The activities under the prevention component are for areas, which are vulnerable to trafficking of women and children. Please ensure that the activities proposed by you are innovative and will achieve the objective and intention underlined in the Scheme. Preference will be given to those agencies located in the source/transit areas.

The following information sought in the proposal is indicative and the agency may like to provide information over and above the following: -

1.1 Formation and functioning of Community Vigilance Groups (Minimum three Community Vigilance Groups)

- a. *Name of the State.*
- b. *Name of the District.*
- c. *Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification for choosing the project area.*
- d. *Total Number of Community Vigilance Groups proposed to be formed*
- e. *Methodology that would be adopted to form the Community Vigilance Groups.*
- f. *Activities proposed to be undertaken with the Community Vigilance Groups. Provide justification on how these activities will prevent trafficking.*

1.2 Formation and functioning of Balika (adolescent girls)/Balala (adolescent children) Sanghas (Minimum three Balika/Balala Sanghas)

- a. *Name of the State.*
- b. *Name of the District.*
- c. *Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification for choosing the project area.*
- d. *Total Number of Balika/Balala Sanghas proposed to be formed*
- e. *Methodology that would be adopted to form the Balika/Balala Sanghas.*

- f. *Activities proposed to be undertaken with the Balika/Balala Sanghas. Provide justification on how these activities will help the Balika/Balala Sanghas to become social change agents.*

1.3 Sensitization Workshops/Seminars

- a. *Name of the place where the activity is proposed*
- b. *Number of Sensitization workshops/seminars proposed.*
- c. *Duration*
- d. *Objective of the proposed workshops/seminars*
- e. *Target group*
- f. *Number of participants*

1.4 Awareness generation through mass media including kalajathas, street plays, puppetry or through any other art forms, preferably traditional

- a. *Name of the place where the activity is proposed. Provide justification for choosing the place.*
- b. *Number and type of awareness generation programme proposed.*
- c. *Duration*
- d. *Objective of the proposed awareness generation programme*
- e. *Target group*
- f. *Detail description on the awareness generation programme and the methodology proposed.*

1.5 Development and printing of awareness generation material such as pamphlets, leaflets and posters

- a. *Details of material proposed to be developed, including the need for the material and how the implementing agency going to develop the material.*
- b. *Language(s) of the material (Local language)*
- c. *Number of copies.*
- d. *Details of the topic*
- e. *Target group*
- f. *Usage and Dissemination Methodology*

2. COMPONENT RESCUE

The activities under the rescue component are applicable to only those implementing agencies that are involved in rescue of women and children from place of exploitation.

The following information sought in the proposal is indicative and the agency may like to provide information over and above the following: -

2.1 Information gathering (methodology proposed for gathering information)

2.2 Rescue operations (details on the methodology, network and relationship of the implementing agency with the local authorities, police etc)

2.3 Immediate Relief (*Basic Amenities and medical Aid*)

3. COMPONENT REHABILITATION

The following information sought in the proposal is indicative and the agency may like to provide information over and above the following: -

3.1 Setting up of Protective and Rehabilitative (P&R) Homes: -

- a. The (P&R) Home which provides rehabilitative shelter for women and children, should ensure that they are housed separately, unless the children are accompanying their mother.

- i. Full address of the location of the P&R Home:

District:

Block:

Pin Code:

Telephone No. with STD code;

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

- iii. Accommodation available for the Shelter:

- No. of rooms
- Total Area (Sq. feet)
- Kitchen
- No. of Toilet
- No. of Bathrooms

- Store
- Verandah
- Recreation Hall
- Open Space
- Training Hall
- *Office space*

iv. *Is it rent-free accommodation:*

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

vi. *Number of Beneficiaries*

Women		Trafficked Children (Below 18 years)	
<i>Number of Women</i>	<i>Number of Women with Children</i>	<i>Male</i>	<i>Female</i>

b. Staff

- *Project Director*
- *Social Worker*
- *Clinical Psychologist*
- *Clerk cum Accountant*
- *Guard (2)*
- *Doctor (Part time)*
- *Psychiatrist (Part time)*

c. Furniture, Utensils, Linen etc. (Non-Recurring)

d. Electricity and water

3.2 Basic amenities

a. Food

b. Personal

3.3 Medical Care

3.4 Legal Aid

3.5 Administrative Support

3.6 Education

3.7 Vocational Training and Income Generation Activities (provide details such as the type of vocational training programme of the vocational training and income generation activity proposed)

4. COMPONENT RE-INTEGRATION

The component will be applicable to only those implementing agencies carrying out rehabilitation of trafficked victims. The following information sought in the proposal is indicative and the agency may like to provide information over and above the following: -

4.1 Setting of Half-Way Home

a. The Half –way Home will be set-up by the implementing agency only when there are enough women victims ready to leave the P&R Home and are in employment/vocational activity and can financially sustain themselves. It will not be set-up to serve as a substitute for P&R Home.

i. Full address of the proposed location of the Half-Way Home:

District:

Block:

Pin Code:

Telephone No. with STD code;

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

iii. *Accommodation available for the Half Way Home:*

- No. of rooms
- Total Area (Sq. feet)
- Kitchen
- No. of Toilet/Bathrooms
- Verandah

iv. *Is it rent-free accommodation:*

v. *If not, proposed rent of the Half-Way Home (attach copy of rent deed).*

b. Furniture/Utensils etc.(Non-recurring)

4.2 Restoration to Families

a. Details

- Proposed number of Beneficiaries to be restored.
- How does the implementing agency plan to conduct follow-up of the well being of the victim, once restored.

- b. **Seed Money**
- c. **Transport for victim and escort**
- d. **Networking/Follow-up**

5. COMPONENT REPATRIATION

The above component is applicable to only those implementing agencies that are involved repatriation of victims of cross-border trafficking. At the time of submitting proposal, the implementing agency will provide in detail the repatriation activity being carried out by the agency.

5.1 Facilitate repatriation procedures (details to be provided by implementing agency)

5.2 Repatriation to country of origin

- a. *Number of victims proposed to be repatriated*
- b. *Mode of transport*

5.3 Setting-up of Transit Centers

- a. Location of the Transit Center:

District:

Block:

Pin Code:

Telephone No. with STD code;

- b. *Whether the location is a District H.Q., Block HQ, Tehsil HQ or village:*
- c. *Type of Transit Centre Proposed.*

Date:

Signature of Secretary/President
of the organization

Part – C : LIST OF DOCUMENTS TO BE ENCLOSED:

1. Registration certificate. If in a Regional Language, authenticated English Version to be attached. Also state if the certificate is to be renewed annually.
2. Constitution of the agency/Bye-laws and Memorandum of Association.
3. Constitution of the Board of Management with brief particulars of each member.
4. Annual Report for the last 3 years.
5. Audited accounts for the last 3 years.
6. Rent deed for rented accommodation.

ANNEXURE - II

PART – A : PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

(Enclosed Guidelines may be referred to very carefully before Pre-sanction Appraisal. The pre-sanction appraisal should be made by the State Government concerned or the officer designated by the State Government)

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

13. Do you have reason to doubt that the entries in the Audited Accounts are not genuine? Please elaborate.
14. Name the activities taken up by the agency for which evidence was available.
15. Is there any ongoing activity of the agency? If yes, please visit some of and report on performance.
16. Name the activities included in the Audited accounts and annual report for which no evidence was available.
17. Name the assets included in the Balance Sheet but **not available** for physical Verification.
18. Are the local people aware of the agency and its activities?
19. What is the opinion of local people about the agency?
20. Have you come across any instance of mis-utilisation of funds or complaint involving the agency? If yes, please give details.
21. In your opinion, is the agency capable of implementing the project applied for? Please give reasons.
22. In your opinion, is there genuine need for the project in the proposed project area? Please give reasons.
23. As the agency 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.*
24. Any other information about the agency.

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

(SIGNATURE)

NAME :

DATE :

(OFFICE SEAL)

PART - B - RECOMMENDATION BY STATE GOVERNMENT

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

(Signature)

Name:

Designation:

Date:

(OFFICE SEAL)

Annexure - III

PART – A : UTILISATION CERTIFICATE

I have verified the account of
(Name of grantee agency) in respect of the grant of Rs.
..... released by the
Government of India, Ministry of Women & Child Development
vide sanction
No.....dated.....
for the project for the period
..... with the help of the
vouchers and certify that they are correct and that an amount of
Rs.has been utilised upto
.....for the purpose for which it was sanctioned.

(CHARTERED ACCOUNTANT)

(SEAL)

Part – B : Guidelines for Chartered Accountants/Government Auditors

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

1. If the number of inmates in P&R Home and Half Way Home is below/or above the prescribed norms, the expenditure on their maintenance will vary accordingly at the prescribed rate.
2. Non-recurring expenditure will be sanctioned only once for a P&R Home and Half Way Home.
3. In case a particular post has been lying vacant for specified period the salaries against that should not be claimed.
4. Accounts are to be sent in original signed by the Chartered Accountant in the forms of Income & Expenditure, Receipts & Payment & Balance Sheet including the Utilisation Certificate in the prescribed format.
5. The Accounts for grants for Project should be prepared separately. If this is not possible, the expenditure towards this scheme should be shown separately under the Head 'project'. The expenditure incurred for the admissible items should be reflected clearly under each sub-head incorporated in the schematic pattern.