

**Government of Odisha**  
**Women and Child Development Department**

No.WCD-WW-SCHM-2-0034/2015 (pt) 13708

Date 21/08/2015

**NOTIFICATION**

**Establishment of One Stop Centre**

1. **Location:** One Stop Centre (OSC) is set up at the Capital Hospital, Bhubaneswar in Khurda district under One Stop Centre Scheme of Government of India, to facilitate access to an integrated range of services including medical, legal and psychological support to all women affected by violence, including girls below 18 years of age.
2. **Implementing Agency:** A suitable non-government organisation having experience of running any kind of protective home/shelter home for girls and women shall be selected by the Women & Child Development Department as implementing agency. A specific TOR with the implementing agency will be executed for a specific term period. Earmarked fund shall be placed with the implementing agency to administer the One Stop Centre.
3. **Roles and Responsibilities:** The roles and responsibilities of the various stakeholders/departments to facilitate the functioning of One Stop Centre in handling issues related to violence against girls and women, are as follows:

**i. Women & Child Development Department:**

- Responsible for overall implementation and monitoring of the One Stop Centre Scheme.
- One Stop Centre Management Committee will report to the Women & Child Development Department, Government of Odisha.
- Create awareness among the institutional structures at the state, district and village level about the OSC and issues pertinent to violence against women.
- State Resource Centre for Women will provide technical support including induction training/orientation of all the personnel involved in the functioning of the OSC.
- Directory of Shelter Homes ( Short stay homes, Ujjawala homes, Swadhar Homes) and Family Counselling centers operating in all the districts
- For girls below 18 years linkage with District Child Protection Unit, Child Welfare Committee, Child Care Institutions, Juvenile Justice Board and any other institution meant for children.
- Oversee the physical and financial progress of the Implementing Agency.
- Submission of physical and financial report to the Ministry of Women & Child Development, Government of India.



**ii. Capital Hospital, Bhubaneswar/ Health & Family Welfare Department:**

- Provision for regular cleaning and waste disposal of OSC.
- Notify a panel of doctors of Capital Hospital, Bhubaneswar (O&G, Paediatrician, Medicine, Surgery & Forensic Medicine Specialist) who will be attached to the One Stop Centre.
- Designate paramedical staff responsible for OSC.
- Provide Directories with complete address, phone number of in-charge / nodal Doctor and hospital.
- Provide Protocols to the doctors and ensure strict enforcement of the Protocols.
- Extend existing / ongoing schemes and provisions of Health & FW Department to the target groups.
- Orientation, Training and Sensitisation of health personnel including para-medical staff.
- Ensure proper collection of evidence in cases of sexual assault.
- Provide list of Directories of Doctors/Hospitals/Clinics (public & private) operational within the state.
- Make available directories of ambulance (public & private)

**iii. Commissionerate of Police, Bhubaneswar-Cuttack:**

- Designate a nodal Police Officer for OSC to facilitate prompt and proper filing of FIR
- Sensitise police personnel dealing with violence against women cases.
- Facilitate in the proper collection of evidence.
- Provide directory of Mahila & Sishu Desk and IAHTU

**iv. State / District Legal Service Authority, Khurda:**

- Notify an Officer as the nodal person for OSC.
- Maintain a list of dedicated and sensitive lawyers to give legal aid to women affected by violence and liaison with OSC.
- List of district wise para-legal volunteers.
- Support in ensuring expeditious disposal of cases.
- Facilitate compensation to the survivors of violence.

**v. Implementing Agency:**

- Overall management of the day to day operations of the One Stop Centre.
- Provide food, clothing, medicine, psycho-social counselling to the victims and coordination with other stakeholders i.e. police, health, judiciary, shelter home.
- Establish a grievance redressal mechanism to address the complaints related to the functioning of OSC in the indicative grievance redressal/feedback form in the

Implementation Guidelines for One Stop Centre Scheme, Ministry of Women & Child Development, Government of India.

- To utilise the non-recurring & recurring grant as per government Guidelines within the stipulated time period.
- Agency to engage a Centre Administrator and other required human resources for smooth functioning of the Centre, organise IEC activities, training & capacity building workshop as per TOR.
- Eligibility and job profile of the human resource to be engaged for the functioning of One Stop Centre will be as per the TOR for the implementing agency.
- One Stop Centre is to be open 24x7; hence the staffs are to be on duty on rotation as per TOR.
- Submit Monthly Progress Report, Success Stories: Case Study, Quarterly Statement of Expenditure and Annual Statement of Expenditure to Women & Child Development Department, Government of Odisha as per the format in the Implementation Guidelines for One Stop Centre Scheme, Ministry of Women & Child Development, Government of India.
- Abide by the Scheme Guidelines and Protocols issued from time to time by Government of India and Government of Odisha.
- Designate a person as the nodal person for all future correspondence and coordination.
- Any other task assigned by the Government from time to time.

#### 4. Monitoring of One Stop Centre:

##### At the State Level:

The **Taskforce for Care, Development & Protection of Girl Child** under the Chairpersonship of the Chief Secretary will monitor the progress of the One Stop Centre every 6 months.

##### At the OSC Level:

There is to be **One Stop Centre Management Committee** under the Chairpersonship of the Director, Social Welfare which will meet once in every 2 months. The constitution of the Committee is as follows:

**Chairperson:** Director, Social Welfare

**Co-Chairperson:** Director, Capital Hospital

**Convenor:** State Programme Coordinator, State Resource Centre for Women, Women & Child Development Department



**Members:**

- Representative, Police Commissionerate, Bhubaneswar-Cuttack
- Representative, State Legal Services Authority
- Representative, Implementing Agency
- Branch Officer, WW Section, WCD Department
- Centre Administrator, OSC
- DSWO, Khurda

**Functions:**

- Make suitable and viable administrative arrangements for running the OSC
- Coordinate the actions of different Stakeholders, Agencies and Government departments providing services at the OSC.
- Oversee the grievance redressal mechanism to address the complaints related to the functioning of OSC.
- Review & monitor the functioning of the OSC and provide guidance, support and advice to the Centre Administrator towards the effective functioning of OSC.
- Review the physical and financial progress of the OSC.
- Report on the progress of the OSC to the WCD Department.
- Ensure submission of the Utilisation Certificate and Quarterly Statement of Expenditure (SoE) by the Implementing Agency to the WCD Department, Government of Odisha.

By order of Governor



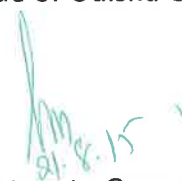
21.08.15

Commissioner-cum-Secretary  
Women & Child Development Department

Memo No. 13709

Dt. 21/08/2015

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack with a request to publish the notification in an extra ordinary issue of Odisha Gazette and to send 100 copies of the same to this Department at the earliest.



Deputy Secretary to Government