

JAGRUTI- A SCHEME FOR WOMEN IN DISTRESS

Women's protection, empowerment, and participation in decision-making are vital components that provide them with the necessary opportunities and resources to elevate their personal, social, and economic empowerment. It is crucial to address these aspects to reduce discrimination, enhance women's socio-economic conditions, leadership & decision-making skills by building their agency, improve health outcomes, foster stronger communities towards upholding gender equality & fostering an enabling environment.

In the spirit of empowerment, social justice and State's commitment towards paving a way for a just, safe & equitable society, the Department of Women and Child Development, Government of Odisha, took a momentous step towards transforming lives, strengthening support systems and making institutional mechanisms responsive towards the protection, safety & empowerment of women facing distress.

This scheme focuses on the welfare & empowerment of women and children, catering to the following target groups:

- Women and children who are vulnerable to or have been rescued from commercial sexual exploitation.
- Women & girls who are in need of care and protection facing difficult circumstances such as abandonment, lack of economic or social support, previously incarcerated, gender-based violence, dysfunctional/broken families, family discord, and more.

While women in distress require rehabilitation and empowerment, survivors of commercial sexual exploitation necessitate additional specialized services and support due to the unique challenges they have encountered. These include preventive measures against trafficking, rescue, addressing trauma, providing legal support, rehabilitation & social re-integration, healthcare services and more. The schemes have been designed to address these specific needs of the target group, ensuring their well-being, growth & recovery while respecting their rights, dignity, autonomy & choices.

The following sub-schemes are being proposed under the umbrella scheme, covering the unique needs of the abovementioned target groups:

1. Jagruti I: Scheme for survivors of commercial sexual exploitation
2. Jagruti II: Scheme for survivors of distress situations



OPERATIONAL DEFINITIONS

1. Commercial sexual exploitation

- Commercial sexual exploitation refers to the practice of using individuals, particularly women and children, in various forms of sexual activities or services in exchange for money, goods, or other benefits.
- It involves the buying, selling, or trading of sexual acts, often facilitated by intermediaries or traffickers. Commercial sexual exploitation encompasses activities such as prostitution, sex trafficking, pornography production, and other forms of sexual exploitation that occur within the context of a transactional and profit-driven relationship.

2. Child

- According to the Juvenile Justice (Care and Protection of Children) Act, 2015, a child is defined as a person who has not completed eighteen years of age.

3. Violence

Violence against women refers to any act of gender-based harm or aggression directed towards women because of their gender, often with the intention of causing physical, sexual, emotional, or psychological suffering.

4. Abuse

- Abuse refers to any harmful behavior or mistreatment directed towards women based on their gender, leading to physical, emotional, psychological, sexual, or economic harm.

5. Survivor

- The guidelines use the term survivor instead of victim.
- The term 'survivor' acknowledges an individual's resilience and their ability to make decisions despite enduring victimization, humiliation, and trauma due to violence.
- Using this term highlights their efforts and encourages belief in their capacity, rather than evoking pity.
- In contrast, the term 'victim' can imply a lack of agency and understanding of the situation, particularly in cases of violence against women, such as rape and sexual assault. Oftentimes, authorities may make decisions on behalf of the person, assuming that they are so severely victimized that they may not be in a state of mind to make decisions independently.
- "For the purposes of Jagruti-I& Jagruti-II, both women & children to be considered as survivors and are eligible to access all services & benefits inside the shelter homes.

6. Shelter homes

The residential homes that will be run by the rehabilitative implementing agency under the scheme where the survivors will be accommodated under sub schemes Jagruti I & II, will hereby be referred to as shelter homes/Jagruti homes under the Jagruti scheme

JAGRUTI-I

SCHEME FOR SURVIVORS OF COMMERCIAL SEXUAL EXPLOITATION

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Acronyms

Sr. No	Acronym	Description
1	AIDS	Acquired Immune Deficiency Syndrome
2	ART	Antiretroviral Therapy
3	CCI	Child care institution
4	CHC	Community Health Centre
5	DCPU	District Child Protection Unit
6	DLSA	District Legal Services Authority
7	DSWO	District Social Welfare Officer
8	DMHP	District Mental Health Program
9	W&CD Department	Department of Women and Child Development, Government of Odisha
10	HIV	Human Immunodeficiency Virus
11	IEC	Information, Education and Communication
12	MHPSS	Mental Health & Psychosocial Services
13	PHC	Primary Health Centre
14	PTSD	Post-Traumatic Stress Disorder
15	SMC	State Monitoring committee
16	NGO	Non-Government Organisation
17	SSC	State support center
18	CWC	Child welfare committee
19	SLSA	State Legal Services Authority
20	DMC	District Monitoring Committee

BACKGROUND

Human trafficking is a heinous act that involves exploiting individuals for economic profit. Specifically, the trafficking of women and children for commercial sexual exploitation constitutes an organized criminal enterprise with far-reaching implications, both within a nation's borders and across international boundaries. This abhorrent practice deprives people of their fundamental human rights, baring them of their dignity and autonomy and is strictly prohibited by the Constitution of India under Article 23.

In Odisha, we embrace a resolute and all-encompassing approach that combines the responses aimed at prevention, protection, and empowerment of the vulnerable groups. Through this empowering strategy, we strive to create a society where the voices of the survivors are heard, their rights are safeguarded, and their empowerment becomes an unstoppable force for change.

A. Target Group & Coverage

The scheme aims to include all women and children in the State who are:

A. 1. Vulnerable to trafficking for commercial sexual exploitation including trafficking for domestic work/marriage & others.

A.2. Trafficked for commercial sexual exploitation

Note: - henceforth, the target group will be referred to as 'survivor' in the guidelines

B. Objectives:

B.1. To act as a powerful support system, dedicated to protecting and empowering women and children who have been rendered vulnerable or have been survivors of commercial sexual exploitation without any social or economic support by creating safe space & enabling environment for them.

B.2. To provide comprehensive rehabilitation services, both immediate and long-term, ensuring that survivors receive the care and assistance through survivor centric approach required to heal rebuild their lives and embrace a brighter future.

B.3. To empower survivors by nurturing their emotional strength, fostering an environment where they can flourish as resilient individuals who have overcome immense challenges.

B.4. To facilitate the repatriation of survivors, both within states and across borders, to their respective states or countries of origin.

B.5. To support in facilitating integration of survivors into families and society at large by creation of an inclusive environment where they are embraced, valued and supported.

B.6. To make interventions in the field of prevention and response mechanisms in context of commercial sexual exploitation.

C. Implementing Agencies

C.1. Rehabilitative: Civil Society Organizations such as NGOs having proven track record of working in the field 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 & possess license under Prevention of Immoral Traffic Odisha Rules, 1959. These implementing agencies to bring a range of interventions and strategies directly for rehabilitation and re-integration of the survivors.

C.2. Administrative: Department of Women and Child Development at the State level and District Magistrate at the district level to facilitate in the effective implementation of the scheme. Administrative implementing agencies to adhere to policy and procedures and to act as a monitoring unit to achieve the scheme's objectives.

C.3. Supportive: These agencies to provide assistance to the rehabilitative and administrative implementing agencies to thrive towards overall protection and empowerment of the survivors. The support in form of prevention, rescue, rehabilitation, re-integration, re-patriation, follow-up etc. has to be provided.

The role of supportive implementing agencies are noted below.

Name of the department	Role
Home	<ul style="list-style-type: none"> ◦ Designate police officers for Jagruti I homes to facilitate prompt and proper filing of FIR & investigation ◦ Instruct the designated police officers to coordinate with staff of Jagruti I homes for speedy investigation ◦ Sensitize police personnel dealing with violence against women cases
Health & family welfare	<ul style="list-style-type: none"> ◦ Provide directories of Doctors/Hospitals/ Clinics Blood Banks (public & private) operational within the vicinity of the Jagruti I homes. ◦ Provide directories with complete address, phone number of in-charge/nodal Doctor and hospital and Ambulance. ◦ Instruct the Psychologists, Psychiatrists in district hospitals/district mental health programs to provide psycho-social support, care & counselling services to survivors in the Jagruti I homes. ◦ Support in linkage with any schemes/facilities under the department in accordance to the requirement of the survivors.
Law	<ul style="list-style-type: none"> ◦ Instructions to be given to the DLSA to nominate dedicated and sensitive lawyers for providing legal aid to the women affected by violence. ◦ Provide the list of district wise para legal volunteers to the W&CD Department. ◦ Support in ensuring expeditious disposal of cases. Facilitating compensation to the survivors of violence

School & mass education

Facilitate the admissions of children who are survivors or accompanying the survivors in Jagruti I homes with the schools in the vicinity of the Jagruti I homes.

Support in linkage with any schemes under the department in accordance to the eligibility of the child.

Higher Education

Facilitate the admissions of eligible adolescent girl/survivors in the Jagruti I homes in college/other training institutions in the vicinity of the Jagruti I homes.

Support in linkage with any schemes under the department in accordance to the eligibility of the candidate.

Panchayati Raj & Drinking Water

Facilitate linkage to skilling projects under ORMAS for economic empowerment of women in Jagruti I homes.

Sensitization programs to raise awareness against violence against women & children

Support in linkage with any schemes under the department in accordance to the eligibility of the survivor

Skill development & Technical education

Facilitate and support linkages of the survivors/children as the case may be with skill trainings they are eligible for under the department to promote their economic empowerment.

Support in linkage with any schemes under the department in accordance to the eligibility of the survivor.

Sports and Youth Services

Facilitate and support linkages of the survivors/children as the case may be with relevant sports opportunities under any scheme or in accordance to their abilities.

Mission Shakti

Support in linkage with any schemes under the department in accordance to the eligibility of the survivor

- State Government agencies include all Departments /Commissions /Board/ Societies/ Corporations/ ULBs/ Authorities/ Autonomous bodies of Government of Odisha.

- **D. Eligibility Criteria for rehabilitative implementing agency**

D.1. The rehabilitative implementing agency should be registered under Indian Societies Registration Act, 1860 and should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in its Constitution.

D.2. Rehabilitative implementing agencies applying to run shelter homes under the Jagruti scheme have to be registered as per the provisions laid down in Prevention of Immoral Traffic Odisha Rules, 1959 & possess the license under the same.

D.3. The organization must not work for the profit of any individual or body of individuals.

D.4. The agency should ordinarily have at least three years' experience working in the related field.

D.5. The financial position of the rehabilitative implementing agency should be sound to take care of expenditure for a period of 1 year in case the fund release is delayed.

D.6. The implementing agency should have facilities including computers and other resources, experience and qualified personnel to implement the scheme for which assistance is sought.

D.7. The agency should be registered with the NGO partnership system portal known as NGO "Darpan portal" maintained by NITI Aayog.

E. Components of the Scheme

1. Prevention Mechanisms

The major focus from the outset has been on preventing commercial sexual exploitation to address the issues at its root.

The following are the actions to be taken for prevention of commercial sexual exploitation:

E.1.1. Sensitization and Orientation initiatives

Sensitization and orientation activities to be planned at State level to prevent commercial sexual exploitation with various stakeholders. These initiatives for sensitization and orientation to be coordinated with DSWO in context of women and DCPUs in context of children.

E.1.2. Different tools and methods to be used for generating awareness and information ranging from campaigns, talk-shows, puppetry shows, spots for electronic and print media in local languages, etc.

E.2. Rescue

E.2.1 Information gathering - Formation of network of Police, NGOs, Women's Groups, Youth Groups, Panchayat, restaurants, Hotels and tour operators etc., to be encouraged by the rehabilitative implementing agency to gather information on traffickers.

E.2.2 Rescue Operations and immediate relief

E.2.2.1. The scheme will provide rescue of the survivors, initial documentation, first level responses to avoid further victimization, medical care, toiletries, mental health and psychosocial support, legal services & support during the interim period between rescue and production before the concerned authorities.

E.2.2.2. The mother(s) accompanied by children not to be separated – This would include the girls up to 18 years of age and boys up to 12 years of age to stay with their mothers. Boys above 12 years of age to be referred to a Child care institution in the vicinity in the best interest of the child.

E.3. Rehabilitation

E.3.1 Residence for the survivors

E.3.1.1 The information of each survivor entering the shelter home will be sent to the nearest police station within 24 hours and an acknowledgement/copy of FIR will be kept on record to ensure the whereabouts of the survivor within the system. Before the survivor exits the shelter home, an intimation will be sent to the concerned DSWO to assess the case details and safety of the survivor. After due diligence and inquiry, the DSWO to communicate her approval to the shelter home following which the survivor can exit the shelter home. In case of survivor being a child, the child to be duly produced before the CWC in coordination with the DCPU for determining the placement of the child which is in the best interest of the child.

E.3.1.2 The survivors can stay in the shelter home up to a maximum period of 3 years.

E.3.1.3 Extension for stay beyond 3 years can be granted on need basis by the Inspection Committee for women and by the concerned CWC for children.

E.3.1.4 The older women above 55 years of age to be accommodated for a maximum period of 5 years. Women above the age of 60 years to be shifted to old age homes or other similar institutions.

E.3.1.5. The identity of the survivors will be confidential. The details and photographs of the survivors will not be shared with anyone, except with the law enforcement agency/ judiciary with their consent. Keeping in mind the privacy, confidentiality & safety of the survivors, the information of survivors will not come under the purview of RTI act, 2005.

E. 3.1.6. For every survivor in the home, a case file will be prepared with complete case record and the following documents which will be updated periodically by the case worker in coordination with the assigned Case Worker and Resident Superintendent:

- A Case Study (Annexure 2)
- Rehabilitation Plan(Annexure 3)

E. 3.1.7. The maximum support under Jagruti-I shelter home is for 50 survivors including women & children survivors.

E.3.2 Children residing in the shelter homes

E.3.2.1 Children of the survivors of commercial sexual exploitation along with children who are themselves survivors of commercial sexual exploitation can be accommodated inside the shelter homes.

E.3.2.2 Girls up to 18 years of age and boys up to 12 years of age can reside in the shelter home. In situations where the boy completes 12 years of age or is above 12 years of age, the shelter home will contact the respective district child protection unit for production of the boy before the child welfare committee. In situations where the mother is residing in the shelter home, communication will be made to the DCPU/CWC to explore the possibilities & provision for accommodation & care of the boy in a nearby childcare institution to ensure that the mother and child can meet at regular intervals in the best interest of the child.

E.3.2.3 Children aged between 0-6 years to be linked to ICDS services for ECC, Supplementary nutrition, immunization, pre-school education etc.

E.3.2.4 In all cases concerning children, the best interests of the child to be the primary consideration & provisions to be made accordingly to make comprehensive healthcare services, including health check-ups, vaccinations, and specialized care for any physical or psychological trauma they may have experienced accessible. Counselling services to be made available to help children heal and recover from their traumatic experiences. Necessary support to be provided to the children to link them with social protection schemes like Biju Swasthya Kalyan Yojana, Biju sishusuraksha Yojana & any other schemes they are eligible in light of availing the benefits entitled under it in coordination with the district child protection units.

E.3.2.5 The rehabilitative implementing agency to ensure that the shelter homes make provisions for educational opportunities, including formal or non-formal education programs, to help children regain their educational journey. For the above purposes, the shelter home to provide necessary support to the children to attend schools near the shelter home. Skill development programs may also be offered to equip them with vocational skills for their future economic independence.

E.3.2.6 The shelter home to focus on the holistic rehabilitation of children. This involves developing personalized care plans, therapeutic interventions, and life skills & vocational skills training through the ADVIKA application/reading materials to help children regain their confidence, build self-resilience, self-esteem, and integration into society.

E.3.2.7 Children in the shelter homes may need legal support arising from their trafficking or exploitation experiences. Support to be provided through SLSA/DLSA/ Taluk Legal Services Committee in accessing services like filing of cases, and navigating the legal system.

E.3.2.8 Efforts to be made by the shelter homes to trace and reconnect children with their families, if feasible and in the child's best interest in coordination with the district child protection units.

E.3.2.9 Engaging children in recreational and cultural activities is crucial for their overall well-being and social development. The shelter homes to provide opportunities for children to participate in age-appropriate activities, sports, hobbies, and cultural events.

E.3.2.10 Measures to be undertaken by the staff of shelter homes to establish communication with the nearby AWC to avail benefits for children they are eligible for.

E.3.3 Financial Security of the survivors

E.3.3.1 An amount of Rs. 500 per month per survivor will be deposited to survivor's account by the NGO through adhaar based DBT which can only be withdrawn by the account holder(s) after getting discharged from the shelter home.

E.3.3.2. The amount of money deposited, along with the interest earned, can serve as a financial foundation for the survivor to start a new career or life after leaving the home.

E.3.3.3. The government to facilitate & support in providing vocational training opportunities and social security benefits, including medical benefits like the Biju Health Card, disability pensions etc. as applicable.

E.3.3.4 Convergence with relevant implementing supportive Agencies & Departments to address the survivors special needs.

E.3.3.5 Shelter homes to assist Survivors for getting identification like the Aadhar/ Pan Card and other relevant documents as mandated by the law to access benefits under various schemes of the Union/state government.

E.3.4 Planning for survivors affected by HIV/AIDS

E.3.4.1 The survivors with HIV/AIDS will have the right to access all rehabilitation methods including education, vocational training and employment opportunities without discrimination.

E.3.4.2. The home to provide adequate nutrition to maintain health and strengthen the immune system along with administering medication access to antiretroviral therapy (ART) and other needs for their health and well-being

E.3.4.3. Mental health and psychosocial support to be provided to the survivors to cope with challenges and promote their well-being. Further, in cases of discrimination or stigma, psycho-social support to be provided along with necessary action by the Implementing agencies.

E.3.5 Basic amenities - Amenities such as food, clean clothes including innerwear, food according to the diet chart and other items of personal use for maintenance of personal hygiene like soap, shampoo, toothpaste, sanitary napkin etc. to be provided by shelter homes to all the survivors inside the homes.

E.3.6 Health Care -To enable survivors to access health services

E.3.6.1. The shelter home to provide supplementary food if needed by a survivor, hospitalization, immunization of children, etc.

E.3.6.2. The shelter home to take necessary measures to link the survivors who are identified with concerns like substance abuse, post-traumatic stress disorder (PTSD), common mental health disorders and other mental health issues with rehabilitation programs.

E.3.6.3. Records regarding the medical check-up or medical facilities in emergency will be maintained and updated adhering to confidentiality protocols to ensure confidentiality & privacy of the survivors are safeguarded.

E.3.6.4. Health Check-up and medicines including facilities to be provided through the district hospital/health and wellness center/ CHC/PHC. The implementing rehabilitative agency should engage a doctor from a government hospital who would visit the shelter home at least once a week for the general health check-up of the survivors and to attend to any emergency situation. DSWO to ensure that a doctor from the nearby government hospital is assigned for regular visits.

E.3.6.5. In case the survivor is pregnant while entering the home, she should be linked to ICDS services for AMC services, immunization, IFA, calcium supplementation etc.

E.3.6.6. In case a situation arises where the survivor needs urgent medical services that can be availed only inside the hospital premises, arrangements to be made by the rehabilitative implementing agency to take the survivor to the nearby government hospital with due intimation to the CDMO & under supervision of the DSWO.

E.3.7 Mental Health & Psychosocial Support (MHPSS)

E.3.7.1 The Shelter Homes to focus on creation of an enabling environment free from any kind of exploitation for all survivors within the facility. Every effort to be made by each home to establish a supportive and empowering ecosystem for the survivors through trauma informed approach & comprehensive psycho-social care interventions

E.3.7.2. Since the survivors are likely to go through immense psychological trauma, mental health professionals to be assigned for counselling services through qualified psychiatrists, psychologists under the District Mental Health Programs & district hospitals.

E.3.7.3. Psycho-social support services from counsellors of CCIs, SSCs, DCPUs, etc. to be utilized.

E.3.7.4. To assess the quality of life of the survivors inside the homes, survivors will write a monthly feedback on their experience inside the home & concerned CDPO will be the nodal officer for maintenance of such feedbacks.

E.3.8 Legal Aid

E.3.8.1 As survivors is the key/primary witnesses against the trafficker/ perpetrator, the shelter homes to provide legal assistance through DLSA/SSC as per need basis.

E.3.8.2 Legal assistance may also be provided to the survivors for reclaiming their right to property, marital rights, divorce, compensation, maintenance and custody of children through SLSA/DLSA/ Taluk Legal Services Committee which encompasses necessary legal representation for court work and documentation related to the same.

E.3.8.3 Regular updates will be given to the survivors regarding progress of the cases.

E.3.9 Education

E.3.9.1. Survivors, like all other individuals, have different interests and abilities. With their participation, the best suited options shall be decided for education, skills & leadership enhancement as a rehabilitation plan to be undertaken.

E.3.9.2. Facilities like distance learning, non-formal education, open schools, etc. may also be explored by the shelter home.

E.3.9.3. Additionally, the survivors to be linked to scholarships, sponsorships programs and different social protection schemes of the government.

E.3.10 Vocational Training and Income generation activities/ placements

E.3.10.1. In order to facilitate the survivor's holistic development & economic empowerment, it is necessary to provide alternate livelihood options which promotes their financial independence. Age-appropriate vocational training programs may be introduced by the shelter homes that would enhance employability skills & bring employment opportunities & prospects to the survivors.

E.3.10.2. Certification courses in convergence with ORMAS, SD & TE department etc. is encouraged. Such courses to be adopted for the survivors wherein the trainings and placements may not be limited to the conventional forms of trainings-hospitality/retail/warehouse/tourism/ etc.

E.3.10.3. Vocational training institutes in the districts run by different departments to be linked to the survivors as applicable.

E.3.10.4. Micro Credit may be facilitated through linkage with relevant schemes of State/Union government in case survivors want to start & manage micro enterprise or micro business.

E.3.10.5. Vocational training and social security benefits to be arranged for the survivors inside the shelter homes in convergence with the supportive implementing agencies.

E.3.11 Recreation

E.3.11.1. Particular attention to be given towards providing recreational opportunities for the survivors as part of structural up gradation in the scheme.

E.3.11.2. Efforts to be made by the shelter homes to upgrade the outdoor areas, indoor facilities along with planning exposure visits, recreational trips, yoga and meditation classes, cultural events, library, art therapy, classes for fine arts, etc. for the survivors inside the shelter home.

Note: A suggestion box will be maintained at a prominent place and away from office set-up to encourage inputs from survivors. The suggestion box will be opened periodically by the survivor superintendent, especially during management committee meetings – all actions taken and discussion will be placed during district and state level reviews of the scheme.

E.3.12. Linkages - If the survivor needs, the support is to be provided which may include referrals to working women's hostels, SSCs, DCPUs, and other agencies and organisations in convergence with supportive implementing agencies.

E.4. Repatriation

E.4.1 The rehabilitative implementing agencies to facilitate repatriation procedures, communication, documentation, travel of the cross-border survivor.

E.4.2 The rehabilitative implementing agencies to assign an escort to facilitate the survivor in repatriation from destination area to her state/country of origin or border, food during her travel and incidental expenses.

E.4.3 The shelter homes shall develop a pre-release & post release plan for the survivors exiting the shelter homes keeping in mind their best interests.

E.5. Follow-up and Restoration

E.5.1. After repatriation, the survivors often need hand-holding support for successful restoration & reintegration in the society. There will be one follow-up, every month for at least three months by the shelter home.

E.5.2. As and when the survivors need, they should be able to contact the concerned superintendent/ case worker for assistance telephonically and/or in-person.

E.5.3. The service delivery institutions present in the survivor's place of residence may be identified, for example, SSCs, DCPUs, CWCs, reputed organizations working on the field, etc. and a physical follow-up may be coordinated after speaking with the survivor.

F. Approval procedure for running shelter homes

F.1. The district monitoring committee formed under the Jagruti scheme shall scrutinize the proposals received from various rehabilitative implementing agency to run Jagruti I homes under the said scheme and forward the same along with supporting justifications to the Secretary, Department of Women and Child Development, Government of Odisha immediately after the implementation of the scheme.

F.2. Government of Odisha has the option of inviting proposals from organizations that meet the eligibility criteria

F.3. The proposals will be placed before the State monitoring committee formed under the Jagruti scheme chaired by the Secretary, W&CD Department

F.4. The state monitoring committee to have final authority in accepting or rejecting the proposals forwarded by the districts.

G. Procedure for release of funds

Women & child development Department, Government of Odisha to release the fund to the implementing agencies as under: -

G.1. The funds would be disbursed quarterly every year.

G.2. The first quarterly installment to be released to the districts by the 15th of May. However, the release of second instalment will depend on performance report submitted by the DMC by the 30th of June of every financial year.

G.3. The DMC while submitting the above mentioned performance report will mandatorily refer to the findings of the report (4 reports)submitted by the Inspection committee.

G.4.Each implementing agency will submit the following formats to the district monitoring committee by 30th of April of every financial year:

- Application form for releasing funds
- Registration certificate under Society Registration act, 1860
- License under Immoral Traffic Odisha Rule, 1959
- Present list of survivors inside the home for the respective financial year.
- Exit or Discharge list of survivors from the shelter home for the respective financial year.
- List of children survivors inside the home for the respective financial year along with CWC production status as applicable
- Annual report for the respective financial year with photographs
- Consolidated accounts
- Two recent coloured photographs of home with the name board mentioning that the home is functional with financial assistance from Department of Women and Child Development, Government of Odisha

The formats have been annexed. (Annexure 4)

G.5. The subsequent instalments to be released after the rehabilitative implementing agency provides utilisation certificate of the previous disbursement to the W&CD department through the DSWOs.

H. Non-Adherence of schematic norms and violations

H.1. All assets and resources generated from the government funds will be returned to the Government of Odisha, or the equivalent value will be collected as an outstanding amount from the rehabilitative implementing agency. If the rehabilitative implementing agency fails to deposit the outstanding dues, they will be liable to face legal implications as applicable under the Odisha Public Demands Recovery Act, 1962.

H.2. If deemed necessary, legal measures may be taken in accordance with relevant laws, including initiation of criminal action against the chairperson/secretary of the rehabilitative implementing agency.

H.3. In the case of any misappropriation of funds, the Government of Odisha would initiate criminal proceedings by lodging an FIR against the chairperson/secretary of the defaulting rehabilitative implementing agency, and take strict legal action in order to recover the funds.

H.4. In the event that the rehabilitative implementing agency misuses the financial assistance or utilizes the project building for any purpose other than the intended purpose, the Government of Odisha may take over the project assets created with the funds under the scheme

H.5. In case the members of the management and/or staff engage in unlawful activities, like falsifying records, forged documents, committing sexual, mental or physical harassment/abuse of survivors etc., it would be considered a major violation of the scheme. In such cases, further release of funds to the rehabilitative implementing agency will be stopped immediately including blacklisting of the agency by Government of Odisha.

I. Monitoring Mechanisms

I.1.1 The Jagruti scheme envisions the formulation of committees at various levels for effective implementation of the components of the scheme.

I.1.2 The committees namely State monitoring committee at the state level, District monitoring committee at the district level, Home management committee at the shelter home level & Inspection committee at district level to ensure adherence to schematic norms formulated under Jagruti scheme.

I.2. State Monitoring Committee

I.2.1. The Secretary of the Department of Women and Child Development, Government of Odisha will be the chairperson of the State Monitoring Committee under the Scheme.

I.2.2. The State Committee to meet at least twice a year and monitor the projects under the scheme.

I.2.3. Continuation of fund release to any agency would depend on the satisfactory performance as assessed by the State monitoring Committee.

The composition of the SMC is as follows:

Secretary, Department of Women and Child Development	Chairperson
Special/Additional Secretary(WD section), W&CD Department	Member
FA cum Special Secretary, W&CD Department	Member
Additional secretary, Legal, W&CD department	Member
Under Secretary.(WD) W&CD Department	Member Convener

I.2.6. Representatives of other Departments/ Organizations, at the discretion of the Secretary, W&CD Department, may be added to the state monitoring committee.

I.3. District Monitoring Committee

I.3.1. The District Magistrate will be the chairperson of the District Monitoring Committee for the Scheme.

I.3.2. The district committee to meet bi-annually to monitor the projects under the scheme and address the identified gaps.

I.3.3. The district monitoring committee to be responsible for creating the Annual Action Plan that includes the scheme's components.

I.3.4. The district monitoring committee will be responsible for vetting of proposals submitted by their respective implementing agencies which will then be sent to the state for further process.

I.3.5 The funds given to the rehabilitative implementing agency will be subject to its satisfactory performance evaluation by the district monitoring committee. The DMC will submit the performance report once every financial year by 30th of June to the SMC.

I.3.6 The composition of the DMC is as follows:

District Magistrate	Chairperson
Superintendent of Police	Member
District Child protection officer	Member
Chief District Medical Officer	Member
Representative, District Legal Services Authority	Member
District Social Welfare Officer, W&CD Department	Member Convener

I.3.7. Representatives of other Departments/ Organizations, at the discretion of the District Magistrate, may be added to the District Monitoring Committee.

I.4 Home Management Committee

I.4.1. Every home under the scheme will have a Home Management Committee (HMC) for tracking progress of every survivor and management.

I.4.2. The HMC will meet at least once every month to consider and review all rehabilitation components of the scheme, including daily routine and recreational activities.

District Social Welfare Officer	Chairperson
District Child Protection Officer	Member
Case worker	Member
Two women survivors of the home, selected by all other survivors	Member
CDPO (concerned CDPO according to jurisdiction)	Member
One adolescent girl selected by all other survivors.(if present)	Member
Resident Superintendent	Member Convenor

1.5. Inspection committee

1.5.1. The inspection committee will comprise of only female members which will be constituted by the district magistrate for quarterly physical inspections of the shelter homes in every financial year.

1.5.2. The inspection committee will be responsible for conducting thorough inspections of the shelter homes to assess the quality of services provided to the survivors & will further submit an inspection report to the District monitoring committee for further action.

1.5.3 DSWO to ensure that the committee is constituted and timely reports are submitted.

1.5.4. DSWO will be the nodal officer for maintaining the reports of the inspection committee & will place the reports with the DMC for further action.

1.5.5 The inspection committee formed by the district magistrate to follow standardized monitoring reports(annexure-1) for the scheme on a quarterly basis, which will cover both financial and physical performance and report with database. These reports will also be reviewed by the District monitoring Committee on a bi-annual basis.

1.5.6. Quarterly inspections will be undertaken by the inspection committee formed at the district level.

1.5.7. The composition of the IC is as follows:

1 lady officer from District Administration (Deputy Collector/Tahsildar/BDO/Ass. Collector/Add. Tahsildar) nominated by district magistrate.	Member
1 lady Police Officer nominated by SP	Member
1 lady Medical Officer nominated by CDMO	Member

J. Staffing structure

J.1 The staffing structure in Jagruti I homes is provided below:

Name of post
Resident Superintendent/Project Director
Office Assistant/Clerk-cum-Account
Multipurpose Staff
Cook
Security Guard(24*7)
Case Worker-cum-Counsellor

J.2. The staff engaged in the Jagruti I homes will mandatorily be women except for security guards where the home can engage either man/woman.

J.3 Detailed qualifications & roles & responsibilities of the staff has been annexures 5&6.

JAGRUTI- II

WOMEN IN DISTRESS SITUATIONS

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Acronyms

Sr. No	Acronym	Description
1	AIDS	Acquired Immune Deficiency Syndrome
2	ART	Antiretroviral Therapy
3	CCI	Child care institution
4	CHC	Community Health Centre

5	DCPU	District Child Protection Unit
6	DSWO	District Social Welfare Officer
7	DLSA	District Legal Service Authority
8	DMHP	District Mental Health Program
9	W&CD Department	Department of Women and Child Development, Government of Odisha
10	HIV	Human Immunodeficiency Virus
11	IEC	Information, Education and Communication
12	MHPSS	Mental Health & Psychosocial Services
13	PHC	Primary Health Centre
14	PTSD	Post-Traumatic Stress Disorder
15	SMC	State Monitoring committee
16	NGO	Non-Government Organisation
17	SSC	State support center
18	CWC	Child welfare committee
19	DLSA	District Legal Service Authority
20	DMC	District Monitoring Committee

Background

The foundation of Jagruti- II is laid upon the recognition that women & girls facing distress, exploitation, or violence deserve an enabling environment and safe space- a place where their resilience is nurtured and their dreams reignited through a survivor centric approach. Every woman & girl holds immense potential, and given the right support, she can overcome adversity and stand tall with dignity and pride. The scheme aims at promoting a transformative space where women & girls could not only seek refuge but also embark on a journey of self-discovery, growth & empowerment. It stands as a testament to the power of collective empathy, driven by the belief that every survivor deserves to live a life free from fear, exploitation & continuum of violence.

The scheme is designed to uphold the fundamental rights of women and girls who find themselves homeless due to various distressing circumstances such as family conflicts, criminal activities, violence, psychological distress, sexual abuse, social ostracism, etc. pushing them into multiple vulnerabilities. This initiative, by providing shelter, food, clothing, psychological support & care, education & leadership development enabling them to take informed decisions, medical and legal assistance, is committed to the objective of empowering these women facing adversity.

This program envisions creating & nurturing an enabling environment & establishing a supportive institutional framework catering to the needs & vulnerabilities of women in distress, integrity, respect & self-assurance. It guarantees these women have access to shelter, nourishment, clothing, healthcare as well as economic & social protection.

Furthermore, the scheme intends to empower women by providing opportunities through linkage to skill-training opportunities to become self-sufficient and financially independent – it is a way forward in Government of Odisha's commitment to protect and empower women and uphold their right to live a life with dignity.

A. Target Group & Coverage

The scheme aims to include all women and girls in the State with the following target group:

- A.1. Women & girls who have been abandoned and are without any social and economic support
- A.2 Women & girls who have experienced the impact of disasters and are now homeless/displaced or lacking in social and economic support
- A.3. Women who have been previously incarcerated and released (including their children) who are without family, social and economic support;
- A.4. Women & girls who have faced or have run-away from gender-based violence, family tension or discord, who have been forced leave their homes without any means of subsistence and have no special protection from exploitation, violence and/ or facing litigation on account of marital disputes;
- A.5. Women & girls affected by HIV/AIDS who do not have any social or economic support.

Note: - henceforth, the target group will be referred to as 'survivor' in the guidelines

B. Objectives:

- B.1. To act as a powerful support system, dedicated to protecting and empowering women and girls who have been rendered vulnerable due to difficult situations/violence/ abuse without any social or economic support by creating safe space & an enabling environment for them.
- B.2. To provide comprehensive rehabilitation services, both immediate and long-term, so that the survivors receive the care and assistance through a survivor centric approach they need to heal, rebuild their lives, and embrace a brighter future.

B.3. To facilitate empowerment of survivors by nurturing their emotional strength, fostering an environment where they can flourish as resilient individuals who have overcome immense challenges.

B.4. To support in facilitating re-integration of survivors into families and society at large by attempting to create an inclusive & enabling environment where they are embraced, valued, and supported.

C. Implementing Agencies

C.1. Rehabilitative: Civil Society Organizations such as NGOs having proven track record of working in the field 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. These implementing agencies to bring a range of interventions and strategies directly for rehabilitation and re-integration of the survivors.

C.2. Administrative: Department of Women and Child Development at the State level and District Magistrate at the district level to facilitate in the effective implementation of the scheme. Administrative implementing agencies to adhere to policy and procedures and to act as a monitoring unit to achieve the scheme's objectives.

C.3. Supportive: These agencies to provide assistance to the rehabilitative and administrative implementing agencies to provide overall protection, safety and empowerment of the survivors. The support in form of rehabilitation, re-integration, follow-up etc. has to be provided.

The role of supportive implementing agencies are noted below.

Name of the department	Role
Home	<ul style="list-style-type: none">Designate police officers for Jagruti II homes projects to facilitate prompt and proper filing of FIR & investigationInstruct the designated police officers to coordinate with staff of Jagruti II homes for speedy investigationSensitize police personnel dealing with violence against women cases
Health & family welfare	<ul style="list-style-type: none">Provide directories of Doctors/Hospitals/ Clinics Blood Banks (public & private) operational within the vicinity of the Jagruti II homes.Provide directories with complete address, phone number of in-charge/nodal Doctor and hospital and Ambulance.Instruct the Psychologists, Psychiatrists in district hospitals/district mental health programs to provide psycho-social support, care & counselling services to survivors in the Jagruti II homes.Support in linkage with any schemes/facilities under the department in accordance to the requirement of the survivors.

Law

- Instructions to be given to the DLSA to nominate dedicated and sensitive lawyers for providing legal aid to the women affected by violence.

- Provide the list of district wise para legal volunteers to the W&CD Department.

- Support in ensuring expeditious disposal of cases. Facilitating compensation to the survivors of violence

School & mass education

- Facilitate the admissions of children who are survivors or accompanying the survivors in Jagruti II homes with the schools in the vicinity of the Jagruti II homes.

- Support in linkage with any schemes under the department in accordance to the eligibility of the child.

Higher Education

- Facilitate the admissions of eligible adolescent girl/survivors in the Jagruti II homes in college/other training institutions in the vicinity of the Jagruti II homes.

- Support in linkage with any schemes under the department in accordance to the eligibility of the candidate.

Panchayati raj & drinking water

- Facilitate linkage to skilling projects under ORMAS for economic empowerment of women in Jagruti II homes.

- Sensitization programs to raise awareness against violence against women & children

- Support in linkage with any schemes under the department in accordance to the eligibility of the survivor

Skill development & technical education

- Facilitate and support linkages of the survivors/children as the case may be with skill trainings they are eligible for under the department to promote their economic empowerment.

- Support in linkage with any schemes under the department in accordance to the eligibility of the survivor.

Sports and Youth Services

- Facilitate and support linkages of the survivors/children as the case may be with relevant sports opportunities under any scheme or in accordance to their abilities.

Mission Shakti

- Support in linkage with any schemes under the department in accordance to the eligibility of the survivor

- State Government agencies includes all Departments /Commissions/Board/Societies/Corporations/ULBs/Authorities/Autonomous bodies of Government of Odisha.

D. Eligibility Criteria for rehabilitative implementing agency

D.1. The rehabilitative implementing agency should be registered under Indian Societies Registration Act, 1860 and should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in its Constitution.

D.2. The organization must not work for the profit of any individual or body of individuals.

D.3. The agency should ordinarily have at least three years' experience working in the related field and its registration.

D.4. The financial position of the rehabilitative implementing agency should be sound to take care of expenditure for a period of 1 year in case the fund release is delayed.

D.5. The implementing agency should have facilities including computers and other resources, experience and qualified personnel to implement the scheme for which assistance is sought.

D.6. The agency should be registered with the NGO partnership system portal known as NGO "Darpan portal" maintained by NITI Aayog.

E. Components of the Scheme

E.1. Rehabilitation

E.1.1 Residence for the survivors

E.1.1.1 The information of each survivor entering the shelter home will be sent to the nearest police station within 24 hours and an acknowledgement/copy of FIR will be kept on record to ensure the whereabouts of the survivor within the system. Before the survivor exits the shelter home, an intimation will be sent to the concerned DSWO to assess the case details and safety of the survivor. After due diligence and inquiry, the DSWO to communicate her approval to the shelter home following which the survivor can exit the shelter home. In case of survivor being a child, the child to be duly produced before the CWC in coordination with the DCPU for determining the placement of the child in the best interest of the child.

E.1.1.2 The survivors can stay in the shelter home up to a maximum period of 3 years.

E.1.1.3 Extension for stay beyond 3 years can be granted on need basis by the Inspection Committee for women and by the concerned CWC for children.

E.1.1.4 The older women above 55 years of age to be accommodated for a maximum period of 5 years. Women above the age of 60 years to be shifted to old age homes or other similar institutions.

E.1.1.5. The identity of the survivors will be confidential. The details and photographs of the survivors will not be shared with anyone, except with the law enforcement agency/ judiciary with their consent. Keeping in mind the privacy, confidentiality & safety of the survivors, the information of survivors will not come under the purview of RTI act, 2005.

E. 1.1.6. For every survivor in the home, a case file will be prepared with complete case record and the following documents which will be updated periodically by the case worker in co-ordination with the assigned Case Worker and Resident Superintendent:

- A Case Study (Annexure 2)
- Rehabilitation Plan (Annexure 3)

E. 1.1.7. The maximum support under Jagruti-I shelter home is for 50 survivors including women & children survivors.

E.1.2 Children residing in the shelter homes

E.1.2.1 Girls up to 18 years of age who are survivors of domestic violence, family discord, sexual abuse, rape (POCSO survivors), child marriage etc. can be accommodated inside the shelter home. However, arrangements should be made by the shelter homes in coordination with the DCPUs to produce them before CWC for appropriate rehabilitation measures in their best interest.

E.1.2.2 Children of the survivors (Girls up to 18 years of age and boys up to 12 years of age) can reside in the shelter home. In situations where the boy completes 12 years of age or is above 12 years of age, the shelter home will contact the respective district child protection unit for production of the boy before the child welfare committee. In situations where the mother is residing in the shelter home, communication will be made to the DCPU/CWC to accommodate the boy in a nearby childcare institution to ensure that the mother and child can meet at regular intervals in the best interest of the child.

E.1.2.3 Children aged between 0-6 years to be linked to ICDS services for ECC, Supplementary nutrition, immunization, pre-school education etc.

E.1.2.4 In all cases concerning children, the best interest of the child to be the primary consideration & provisions to be made accordingly to make comprehensive healthcare services, including health check-ups, vaccinations, and specialized care for any physical or psychological trauma they may have experienced accessible. Counselling services to be made available to help children heal and recover from their traumatic experiences. Necessary support to be provided to the children to link them with social protection schemes like BijuSwasthyaKalyanYojana, BijusishusurakshaYojana& any other schemes they are eligible in light of availing the benefits entitled under it in coordination with the district child protection units.

E.1.2.5 The rehabilitative implementing agency to ensure that the shelter homes make provisions for educational opportunities, including formal or non-formal education programs, to help children regain their educational journey. For the above purposes, the shelter home to provide necessary support to the children to attend schools near the shelter home. Skill development programs may also be offered to equip them with vocational skills for their future economic independence.

E.1.2.6 The shelter home to focus on the holistic rehabilitation of children. This involves developing personalized care plans, therapeutic interventions, and life skills & vocational skills training through the ADVIKA application/reading materials to help children regain their confidence, build self-resilience, self-esteem, and integration into society.

E.1.2.7 Children in the shelter homes may need legal support arising from their exploitation. Support to be provided through SLSA/DLSA/ Taluk Legal Services Committee in accessing services like filing of cases, and navigating the legal system.

E.1.2.8 Efforts to be made by the shelter homes to trace and reconnect children with their families, if feasible and in the child's best interest in coordination with the district child protection units.

E.1.2.9 Engaging children in recreational and cultural activities is crucial for their overall well-being and social development. The shelter homes to provide opportunities for children to participate in age-appropriate activities, sports, hobbies, and cultural events.

E.1.2.10 Measures to be undertaken by the staff of shelter homes to establish communication with the nearby AWC to avail benefits for children they are eligible for.

E.1.3 Financial Security of the survivors

E.1.3.1 An amount of Rs. 500 per month per survivor will be deposited to survivor's account by the NGO through adhaar based DBT which can only be withdrawn by the account holder(s) after getting discharged from the shelter home.

E.1.3.2. The amount of money deposited, along with the interest earned, can serve as a financial support for the survivor to start a new career or life after leaving the home.

E.1.3.3. The government to facilitate & support in providing vocational training opportunities and social security benefits, including medical benefits like the Biju Health Card, disability pensions etc. as applicable.

E.1.3.4 Convergence with relevant implementing supportive Agencies & Departments to address the survivors special needs.

E.1.3.5 Shelter homes to assist Survivors for getting identification like the Aadhar/ Pan card and other relevant documents as mandated by the law to access benefits under various schemes of the Union/state government.

E.1.4 Planning for survivors affected by HIV/AIDS

E.1.4.1 The survivors with HIV/AIDS will have the right to access all rehabilitation methods including education, vocational training and employment opportunities without discrimination.

E.1.4.2. The home to provide adequate nutrition to maintain health and strengthen the immune system along with administering medication access to antiretroviral therapy (ART) and other needs for their health and well-being

E.1.4.3. Mental health and psychosocial support to be provided to the survivors to cope with challenges and promote their well-being. Further, in cases of discrimination or stigma, psychosocial support to be provided along with necessary action by the Implementing agencies.

E.1.5 Basic amenities - Amenities such as food, clean clothes including innerwear, food according to the diet chart and other items of personal use for maintenance of personal hygiene like soap, shampoo, toothpaste, sanitary napkin etc. to be provided by shelter homes to all the survivors inside the homes.

E.1.6 Health Care -To enable survivors to access health services

E.1.6.1. The shelter home to provide supplementary food if needed by a survivor, hospitalization, immunization of children, etc.

E.1.6.2. The shelter home to take necessary measures to link the survivors who are identified with concerns like substance abuse, post-traumatic stress disorder (PTSD), common mental health disorders and other mental health issues with rehabilitation programs.

E.1.6.3. Records regarding the medical check-up or medical facilities in emergency will be maintained and updated adhering to confidentiality protocols to ensure confidentiality & privacy of the survivors are safeguarded.

E.1.6.4. Health Check-up and medicines including facilities to be provided through the district hospital/health and wellness center/ CHC/PHC. The implementing rehabilitative agency should engage a doctor from a government hospital who would visit the shelter home at least once a week for the general health check-up of the survivors and to attend to any emergency situation. DSWO to ensure that a doctor from the nearby government hospital is assigned for regular visits.

E.1.6.5. In case the survivor is pregnant while entering the home, she should be linked to ICDS services for AMC services, immunization, IFA, calcium supplementation etc.

E.1.6.6. In case a situation arises where the survivor needs urgent medical services that can be availed only inside the hospital premises, arrangements to be made by the rehabilitative implementing agency to take the survivor to the nearby government hospital with due intimation to the CDMO & under supervision of the DSWO.

E.1.7 Mental Health & Psychosocial Support (MHPSS)

E.1.7.1 The Shelter Homes to focus on creation of an enabling environment free from any kind of exploitation for all survivors within the facility. Every effort to be made by each home to establish a supportive and empowering ecosystem for the survivors through trauma informed approach & comprehensive psycho-social care interventions

E.1.7.2. Since the survivors are likely to go through immense psychological trauma, mental health professionals to be assigned for counselling services through qualified psychiatrists, psychologists under the District Mental Health Programs & district hospitals.

E.1.7.3. Psycho-social support services from counsellors of CCIs, SSCs, DCPUs, etc. to be utilized.

E.1.7.4. To assess the quality of life of the survivors inside the homes, survivors will write a monthly feedback on their experience inside the home & concerned CDPO will be the nodal officer for maintenance of such feedbacks.

E.1.8 Legal Aid

E.1.8.1 As survivors are the key/primary witnesses against the trafficker/ perpetrator, the shelter homes to provide legal assistance through DLSA/SSC as per need basis.

E.1.8.2 Legal assistance may also be provided to the survivors for reclaiming their right to property, marital rights, divorce, compensation, maintenance and custody of children through SLSA/DLSA/ Taluk Legal Services Committee which encompasses necessary legal representation for court work and documentation related to the same.

E.1.8.3 Regular updates will be given to the survivors regarding progress of the cases.

E.1.9 Education

E.1.9.1. Survivors, like all other individuals, have different interests and abilities. With their participation, the best suited options shall be decided for education, skills & leadership enhancement as a rehabilitation plan to be undertaken.

E.1.9.2. Facilities like distance learning, non-formal education, open schools, etc. may also be explored by the shelter home.

E.1.9.3. Additionally, the survivors to be linked to scholarships, sponsorships programs and different social protection schemes of the government.

E.1.10 Vocational Training and Income generation activities/ placements

E.1.10.1. In order to facilitate the survivor's holistic development & economic empowerment, it is necessary to provide alternate livelihood options which promotes their financial independence. Age-appropriate vocational training programs may be introduced by the shelter homes that would enhance employability skills & bring employment opportunities & prospects to the survivors.

E.1.10.2. Certification courses in convergence with ORMAS, SD & TE department etc. is encouraged. Such courses to be adopted for the survivors wherein the trainings and placements may not be limited to the conventional forms of trainings-hospitality/retail/warehouse/tourism/ etc.

E.1.10.3. Vocational training institutes in the districts run by different departments to be linked to the survivors as applicable.

E.1.10.4. Micro Credit may be facilitated through linkage with relevant schemes of State/Union government in case survivors want to start & manage micro enterprise or micro business.

E.1.10.5. Vocational training and social security benefits to be arranged for the survivors inside the shelter homes in convergence with the supportive implementing agencies.

E.1.11 Recreation

E.1.11.1. Particular attention to be given towards providing recreational opportunities for the survivors as part of structural up gradation in the scheme.

E.1.11.2. Efforts to be made by the shelter homes to upgrade the outdoor areas, indoor facilities along with planning exposure visits, recreational trips, yoga and meditation classes, cultural events, library, art therapy, classes for fine arts, etc. for the survivors inside the shelter home.

Note: A suggestion box will be maintained at a prominent place and away from office set-up to encourage inputs from survivors. The suggestion box will be opened periodically by the survivor superintendent, especially during management committee meetings – all actions taken and discussion will be placed during district and state level reviews of the scheme.

E.1.12. Linkages - If the survivor needs, the support is to be provided which may include referrals to working women's hostels, SSCs, DCPUs, and other agencies and organisations in convergence with supportive implementing agencies.

E.2 Re-integration & Follow up

E.2.1.1 After necessary background checks & intimation by the DSWO, the rehabilitative implementing agency to ensure that the shelter homes facilitate re-integration of the survivors into the mainstream of the society.

E.2.1.2. The survivors often need hand-holding support for successful restoration in the society. Hence, there will be one follow-up, every month for at least three months.

E.2.1.3. As and when the survivors need, they should be able to contact the concerned superintendent/case worker for assistance telephonically and/or in-person.

E.2.1.4. The service delivery structures present in the survivor's place of residence may be identified, for example, SSCs, DCPUs, CWCs, reputed organizations working on the field, etc. and a physical follow-up may be coordinated after speaking with the survivor.

E.2.1.5 The shelter homes shall develop a pre-release & post release plan for the survivors exiting the shelter homes keeping in mind their best interests.

F. Approval procedure for running shelter homes

F.1. The district monitoring committee formed under the Jagruti scheme shall scrutinize the proposals received from various rehabilitative implementing agency to run shelter homes under the said scheme and forward the same along with supporting justifications to the Secretary, Department of Women and Child Development, Government of Odisha immediately after the implementation of the scheme.

F.2. Government of Odisha has the option of inviting proposals from organizations that meet the eligibility criteria.

F.3. The proposals will be placed before the State monitoring committee formed under the Jagruti scheme chaired by the Secretary, W&CD Department

F.4. The state monitoring committee to have final authority in accepting or rejecting the proposals forwarded by the districts.

G. Knowledge enhancement on gender- based violence

The implementing agency to converge with State Support Center and provide technical support in raising awareness on the issues of gender-based violence in the respective functional areas. The awareness on facilities of the homes and information on the scheme to be popularized in convergence with State Support Center.

H. Procedure for release of funds

Women & child development Department, Government of Odisha to release the funds to the implementing agencies as under: -

H.1. The funds would be disbursed quarterly every year.

H.2. The first quarterly installment to be released to the districts by the 15th of May. However, the release of second instalment will depend on performance report submitted by the DMC by the 30th of June of every financial year.

H.3. The DMC while submitting the above mentioned performance report will mandatorily refer to the findings of the report(4 reports)submitted by the Inspection committee.

H.4.Each implementing agency will submit the following formats to the district monitoring committee by 30th of April of every financial year:

- Application form for releasing funds
- Registration certificate under Society Registration act, 1860
- Present list of survivors inside the home for the respective financial year.
- Exit or Discharge list of survivors from the shelter home for the respective financial year.
- List of children survivors inside the home for the respective financial year along with CWC production status as applicable
- Annual report for the respective financial year with photographs
- Consolidated accounts
- Two recent coloured photographs of home with the name board mentioning that the home is functional with financial assistance from Department of Women and Child Development, Government of Odisha

The formats have been annexed.(Annexure 4)

H.5. The subsequent instalments to be released after the rehabilitative implementing agency provides utilisation certificate of the previous disbursement to the W&CD department through the DSWOs.

I. Non-Adherence of schematic norms and violations

I.1. All assets and resources generated from the government funds will be returned to the Government of Odisha, or the equivalent value will be collected as an outstanding amount from the rehabilitative implementing agency. If the rehabilitative implementing agency fails to deposit the outstanding dues, they will be liable to face legal implications as applicable under the Odisha Public Demands Recovery Act, 1962.

I.2. If deemed necessary, legal measures may be taken in accordance with relevant laws, including initiation of criminal action against the chairperson/secretary of the rehabilitative implementing agency.

I.3. In the case of any misappropriation of funds, the Government of Odisha would initiate criminal proceedings by lodging an FIR against the chairperson/secretary of the defaulting rehabilitative implementing agency, and take strict legal action in order to recover the funds.

I.4. In the event that the rehabilitative implementing agency misuses the financial assistance or utilizes the project building for any purpose other than the intended purpose, the Government of Odisha may take over the project assets created with the funds under the scheme

I.5. In case the members of the management and/or staff engage in unlawful activities, like falsifying records, forging documents, committing sexual, mental or physical harassment/abuse of survivors etc., it would be considered a major violation of the scheme. In such cases, further release to the rehabilitative implementing agency will be stopped immediately including blacklisting of the agency by Government of Odisha.

J. Monitoring Mechanisms

J.1.1 The Jagruti scheme envisions the formulation of committees at various levels for effective implementation of the components of the scheme.

J.1.2 The committees namely State monitoring committee at the state level, District monitoring committee at the district level, Home management committee at the shelter home level & Inspection committee at district level to ensure adherence to schematic norms shall be formulated under Jagruti scheme.

J.2. State Monitoring Committee

J.2.1. The Secretary of the Department of Women and Child Development, Government of Odisha will be the chairperson of the State Monitoring Committee under the Scheme.

J.2.2. The State Committee to meet at least twice a year and monitor the shelter homes under the scheme.

J.2.3. Continuation of release of funds to any agency will depend on the satisfactory performance as assessed by the State monitoring Committee.

The composition of the SMC is as follows:

Secretary, Department of Women and Child Development	Chairperson
Special/Additional Secretary(WD section), W&CD Department	Member
FA cum Special Secretary, W&CD Department	Member
Additional secretary, Legal, W&CD department	Member
Under Secretary,(WD) W&CD Department	Member Convenor

J.2.6.Representatives of other Departments/ Organizations, at the discretion of the Secretary, W&CD Department, may be added to the State Monitoring Committee.

J.3. District Monitoring Committee

J.3.1. The District Magistrate will be the chairperson of the District Monitoring Committee for the Scheme.

J.3.2. The other representatives to be nominated by their respective departments.

J.3.3. The district committee to meet bi-annually to monitor the shelter homes under the scheme and address the identified gaps.

J.3.4. The district monitoring committee to be responsible for creating the Annual Action Plan that includes the scheme's components.

J.3.5. The district monitoring committee will be responsible for vetting of proposals submitted by their respective implementing agencies which will then be sent to the state for further process.

J.3.6 The funds given to the rehabilitative implementing agency will be subject to its satisfactory performance evaluation by the district monitoring committee. The district monitoring committee will submit the performance report once every financial year by 30th of June to the SMC.

J.3.7 The composition of the DMC is as follows:

District Magistrate	Chairperson
Superintendent of Police	Member
District child protection officer	Member
Chief District Medical Officer	Member
Representative, District Legal Services Authority	Member
District Social Welfare Officer, W&CD Department	Member Convener

J.3.8. Representatives of other Departments/ Organizations, at the discretion of the District Magistrate, may be added to the District Monitoring Committee.

J.4 Home Management Committee

J.4.1. Every home under the scheme will have a Home Management Committee (HMC) for tracking progress of every survivor and management.

J.4.2. The HMC will meet at least once every month to consider and review all rehabilitation components of the scheme, including daily routine and recreational activities.

District Social Welfare Officer	Chairperson
District Child Protection Officer	Member
Case worker/social worker/ Social Worker	Member
Two women survivors of the home, selected by all other survivors	Member
One adolescent girl selected by all other survivors	Member
CDPO (according to their jurisdiction)	Member
Resident Superintendent	Member Convenor

J.5. Inspection committee

J.5.1. The inspection committee will comprise of only female members which will be constituted by the district magistrate for quarterly physical inspections of the shelter homes in every financial year.

J.5.2 The inspection committee will be responsible for conducting thorough inspections of the shelter homes to assess the quality of services provided to the survivors & will further submit an inspection report to the District monitoring committee for further action.

J.5.3 DSWO to ensure that the committee is constituted and timely reports are submitted.

J.5.4. DSWO will be the nodal officer for maintaining the reports of the inspection committee & will place the reports with the DMC for further action.

J.5.5 The inspection committee formed by the district magistrate to follow standardized monitoring reports(annexure I) for the scheme on a quarterly basis, which will cover both financial and physical performance and report with database. These reports will also be reviewed by the District monitoring Committee on a bi-annual basis.

J.5.6. Quarterly inspections will be undertaken by the inspection committee formed at the district level.

J.5.7 The composition of the Inspection Committee is as follows:

1 lady officer from District administration (Deputy collector/tahsildar/BDO/Asst.Collector/Add. Tahsildar) nominated by district magistrate.	Member
1 lady police officer nominated by SP	Member
1 lady medical officer nominated by CDMO	Member

K. Staffing structure

K.1 The staffing structure in Jagruti II homes is provided below:

Name of post
Resident Superintendent/Project Director
Office Assistant/Clerk-cum-Account
Multipurpose Staff
Cook
Security Guard(24*7)
Case Worker-cum-Counsellor

K.2. The staff engaged in the Jagruti shelter homes will mandatorily be women except for security guards where the home can engage either man/woman.

K.3 Detailed qualifications & roles & responsibilities of the staff has been annexed in Annexure 5&6 respectively.

L. Funding Pattern

L.1 The scheme JAGRUTI (including both Jagruti-I & II) to be 100% funded by the Government of Odisha.

L.2 The approved budget is as follows:

Component	2023-24	2024-25	2025-26	2026-27	2027-28
RECURRING EXPENSES	FINANCIAL	FINANCIAL	FINANCIAL	FINANCIAL	FINANCIAL
UPGRADATION/MAINTAINACE OF HOME	35,50,000	35,50,000	35,50,000	35,50,000	35,50,000
RENT FOR HOME(Where Applicable)	2,55,60,000	2,55,60,000	2,55,60,000	2,55,60,000	2,55,60,000
MANAGEMENT COSTS	9,11,64,000	9,11,64,000	9,11,64,000	9,11,64,000	9,11,64,000
MAINTAINENCE OF INMATES(Food, Clothing etc.) (As per Actual)	21,30,00,000	21,30,00,000	2,31,00,000	2,31,00,000	2,31,00,000
DEPOSIT TO SURVIVOR'S ACCOUNT PER MONTH(AADHAR based as Per Actual)	2,13,00,000	2,13,00,000	2,13,00,000	2,13,00,000	2,13,00,000
RESCUE, REPATRIATION & FOLLOW-UP	17,00,000	17,00,000	17,00,000	17,00,000	17,00,000
SUB TOTAL	35,62,74,000	35,62,74,000	35,62,74,000	35,62,74,000	35,62,74,000
CONTINGENCY & FLEXI FUND@ 1.5% OF SCHEME COST(Including monitoring and evaluation)	53,44,110	53,44,110	53,44,110	53,44,110	53,44,110
ADMIN COST@1% OF SCHEME COST	35,62,740	35,62,740	35,62,740	35,62,740	35,62,740
TOTAL	36,51,80,850	36,51,80,850	36,51,80,850	36,51,80,850	36,51,80,850
GRAND TOTAL: 182,59,04,250 (for 5 years)					

M. Annexures

Annexure 1: INSPECTION FORMAT FOR REPORTING OF INSPECTION COMMITTEE

Date of Visit : _____	Time of Visit: _____
Name of the officials inspecting the Home:	
1. _____	
2. _____	
3. _____	
A. General Information:	
(i) Name and Address of the organization	
(ii) Registration no. of the society:	
(iii) Complete address of the home	
(iv) Name of the resident superintendent:	
(v) Contact No of the resident superintendent:	
B. Status of survivors	
(i) Sanctioned capacity of the home	
(ii) Number of adult survivors in the home	
(iii) Number of children survivors in the home	
(iv) Number of New Admission in that Quarter	
(v) Number of survivors who have moved out in that Quarter	
(vi) Number of survivors with special needs	
(vii) If boys above the age of 12 years living in the institutions (If yes, number)	
(viii) Are the bathing and sleeping facilities separate for boys and girls in the age group 5-10 years?	
(ix) Have all children been produced before the CWC for their rehabilitation plans?	
(x) In short, interventions made for rehabilitation:	

C. Infrastructure

(i) Building:

Rented Owned.....

(ii) Are CCTV cameras installed at the entrance (Yes/No)

(iii) Security (Adequate/ Inadequate)

(iv) Space available to accommodate survivors (Yes/No)

(v) Space Available

No. of rooms	Details
	<hr/> <hr/> <hr/> <hr/> <hr/>
Provision of sick room	
Provision of counselling room	
Recreational/ Activity room for survivors	Yes/ No
a. TV available with cable network	
b. Indoor games available	Yes/ No
c. What other methods of recreation are available for survivors?	
d. Do they have equipment/ accessories to play?	Yes/ No
e. Outdoor facilities for survivors	Yes/ No
f. For children, age appropriate games	Yes/ No
Kitchen/ Dining Area	
a. Is the cooking area and pantry separate	Yes/ No

b. Do survivors get clean thalis/ Mugs/ glasses	Yes/No
c. Are other utensils adequate and clean	Yes/ No
d. Fridge	Yes/ No
e. Gas Stove	Yes/ No
f. Arrangements to keep gas cylinders	
g. Adequate water supply	Yes/ No
h. Adequate drinking water	Yes/No
i. Engagement of cook as per scheme	Yes/ No
j. Is cooking done by machines	Yes/No

Toilets and Bathrooms

Flush/ taps workings	Yes/No
Floor is clean and safe	Yes/ No
Clean drain	Yes/No
Door has a latch	
Walls are clean (no cob webs)	Yes/ No
Survivor is provided with toiletries soap/ shampoo/ sanitary napkins, etc. continuously	
Survivors have the option of daily baths	Yes/ No
Do children wash their own clothes?	Yes/ No
Is the washing machine functional	Yes/ No
Space for vocational training	
Class Rooms	
Open space for outdoor activities (describe the equipment available like open gym)	

Premises

- Does the home have a survivor-friendly indoor, including child-friendly ? Yes/ No
- Are the survivors cleaning the premise themselves? Yes/ No
- Are the survivors availing coolers and heaters according to the weather ? Yes/ No
- Is there an alternative provision for lights and fans when there is no electricity ? Yes/No
- Are outdoors clean? Yes/ No
- Whether shelter home is accessible from the road?

Clothing, Bedding, Lockers, Toiletries, etc.

- Are clothes provided to survivors as per size and season?
- Frequency of changing undergarments? Frequent/ Delayed
- New clothes stitched or brought
- Enough mattresses, blankets, bedsheets and pillows for all survivors? Yes/ No

- Number of set of clothes provided on arrival ? (One/ Two/Three/ Four/ More)
- Frequency of providing more clothes?
- Do survivors get different lockers to keep their personal items?

Services to survivors

- Medical facilities :

- Nutrition (where survivors require special diet, if it is being met?)

- Safe drinking water

- **Daily routine of survivors**

Time	Activities / Schedule
Morning	
Day Time	
Afternoon	
Evening	
Late evening/ Night	

- Education (Formal/ Non-formal/ life skills programs, etc.

- Computers/ Internet/ Telephones (facilities functional with internet, survivors allowed to use it for their development and family calls, etc.)

- Mental Health and Psychosocial support services (counselling sessions, guidance, special educators and on call psychiatrists availability, etc.)

- Legal Services (appropriate representation, timely visits of lawyers, process documentation up to date, etc.)

- Vocational training:

-
-
-
- Linkages developed with other agencies (list)
-
-
-
-
-

Staff Details:

Sr · N o	Name	Designation	Days/ Months/ Years working in placed in the role at home	Attendance	Remarks

Records Maintenance

- Staff attendance
- Survivors admission register
- Individual case file with rehabilitation plan and medical record
- Suggestion Box in the home
- Personal belongings register
- Diet Chart (including for special circumstances like survivors with HIV/AIDS)

Observations/ Remarks (please specify)

Name of Inspection Committee Member

Signature:

Name of Inspection Committee Member

Signature:

Name of Inspection Committee Member

Signature:

Annexure 2- Case study Format

(i) Name of the case worker/social worker: _____

(ii) Date of preparation of case study: _____

(iii) Date of updating case study (if applicable): _____

(iv) Context/ category of case (abuse/ commercial sexual exploitation/ violence/ widowed/ etc.)

(v) Date of admission of survivor: _____

A. Personal details

(vi) Name of the survivor: _____

(vii) Age/ Date of Birth : _____

(viii) Religion: _____

(ix) Caste: _____

(x) Marital status: _____

(xi) Native address & Nationality: _____

(xii) Disabilities (if any): _____

(xiii) Documents available with the survivor (if any):

(xii) Family details :

Sr. No	Relation (father/ mother/ sister/ brother/ uncle/ aunty/ friends)	Age (Years)	Occupation/Education

(xiii) Brief history (where the survivor has been/lived, for what period of time, experiences and difficulties, under which circumstances she came to organisation, etc.)

(xiv) Family Issues identified (relationship of survivor with family, living arrangements, emotional relationship and attachment with family, issues like alcoholism/abuse/ violence, if any, at family – other difficulties and issues

(xv) Education history (history of going to school, drop out if applicable, reasons for drop-out, any learning disabilities, etc.

(xv) **Work Experiences**(Survivor's experience of work for income, if any – how she found a place of work, what were her experiences there, any form of exploitation, how the owner treated her, etc.

(xvi) **Experiences of physical/sexual/ emotional abuse/assault if any**

(xvii) **Medical concerns, if any**

B. Observations about the survivor – (thought process, co-cooperativeness, attentiveness, responsiveness, language and speech skills, etc., survivor's personality and temperament –

case worker/social worker's description of the survivor's temperament, aggressiveness, attentiveness, sociability, motivation, emotions, changes, etc.)

C. Survivor's expectations from care and protection

D. Summary and plan of action (based on the above, summarize the main issues and top three priorities to focus based on survivor's needs – for example counselling, vocational training, entrepreneurship, life skills, etc.)

Annexure 3- Rehabilitation plan format

Rehabilitation Plan prepared by (Name & Designation) :

A. Rehabilitation Plan

(vi) Name of the survivor: _____

(vii) Age/ Date of Birth : _____

(viii) Religion: _____

(ix) Caste: _____

(x) Marital status: _____

(xi) Native address & Nationality: _____

(xii) Disabilities (if any): _____

(xiii) Documents available (if any): _____

(xii) Family details :

Sr. No	Relation (father/ mother/ sister/ brother/ uncle/ aunty/ friends)	Age (Years)	Occupation/Education

(Other details of the survivors to be ascertained in the case study format)

Based on the case study prepared for the survivor, give details of the following areas of concern:

(i) Survivor's expectations regarding rehabilitation

(ii) Plan for the survivor (medical care, mental health and psychosocial support, legal aid, education, vocational training, recreation, linkages, etc.)

PRE-RELEASE PLAN (at least 1 months before the release)

(i) Place of transfer

: _____

(ii) training undergone and skills acquired

(iii) restoration plan (medical care, mental health and psychosocial support, legal aid, education, vocational training, linkages, etc.)

(iv) Date of release /transfer: _____

(v) Escort's name and designation: _____

(vi) Person responsible for post-release follow-up: _____

C. POST-RELEASE PLAN

(i) Progress after going out of the home (medical care, mental health and psychosocial support, legal aid, education, vocational training, recreation, linkages, etc)

(ii) Survivors' views about post-release

(iii) Any critical gaps identified (Y/N)

If yes, details and intervention proposed

:

Observations/ Remarks (please specify)

Signature of case worker/ individual making the report:

Signature of resident superintendent :

Annexure 4: Format for releasing of funds (to be submitted to DMC by the Rehabilitative Implementing agency)

1. Name and Postal Address of the agency : _____
 District _____ Pin Code _____

2. Telephone number: _____

3. Email-ID _____

4. Are the agency's bye-laws suitable for receiving government funds and carrying out a women's program in the area being proposed? _____

5. Objectives of the agency : _____

6. Agency's brief history and description: _____

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

8. 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.? _____

9. Rented/ Own Building: _____

10. Major activities in the last year:

Activity name	Coverage	Expenditure	Men	Women	Children	Other

11. Summary of financial status of the agency in the last year

Year	Income and Expenditure Acctt	Receipt & Payment Acctt.	Surplus	Deficit

12. Details of funds received from State Govt. and other Govt. agencies in the last year

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

13. Details of Foreign Contribution received during last year*:

Country	Agency	Purpose	Amount

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

14. Details of office bearers of the agency:

Sr. No	Name & Address	Male/Female	Age	Post	Qualification	Profession	Annual Income

15. Details of employees of the agency:

Sr. No	Name & Address	Male/Female	Age	Qualification	Profession	Annual Income

16. Details of Managing Committee members of the agency:

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

PART B-

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:-

The format given below with budget (as per the norms laid down in the scheme) and their break up is detailed in the following format :

1. Components – Preventive Mechanism(for Jagruti I and Jaguti II)

The component's activities target areas that are susceptible to women and children's commercial sexual exploitation. It is highly recommended that your proposed activities are creative and can fulfill the purpose of the Scheme. Agencies located in the source/transit areas will be prioritized. The requested details in the proposal are suggestions, and agencies have the option to provide additional information

1.1 Formation and functioning of vigilance groups for gathering information (Minimum five community vigilance groups)

- a. Name of District in odisha
- b. Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification or choosing the project area
- c. Total Number of Community Vigilance Groups proposed to be formed
- d. Methodology that would be adopted to form the Community Vigilance Groups
- e. 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 children's groups including Sakhi Saheli and Sakha Bandhus under Advika

- a. Name of District in Odisha
- b. Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification or choosing the project area
- c. Total Number of children's groups including Sakhi Saheli and Sakha Bandhus under Advika proposed to be formed
- d. Methodology that would be adopted to form the children's groups
- e. Activities proposed to be undertaken with the children's groups including Sakhi Saheli and Sakha Bandhus under Advika. Provide justification on how these activities will help the children's groups including Sakhi Saheli and Sakha Bandhus under Advika to become social change agents

2. COMPONENT RESCUE (for Jagruti I)

The rescue component activities are only relevant to implementing agencies with involvement in rescuing women and children from places of exploitation.

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

1. Information gathering (methodology proposed for gathering information) x
2. Rescue operations (details on the methodology, network and relationship of the implementing agency with the local authorities, police etc.)
3. Immediate Relief (Basic Amenities and medical Aid)

3. COMPONENT REHABILITATION (for Jagruti I and Jaguti II)

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 Homes:-

a. General details

i. Full address of the Home

ii. District

iii. Block

iv. Pincode

v. Telephone number

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

vii. Accommodation available for shelter

- No. of rooms
- Total Area (Sq. feet) Kitchen
- No. of Toilets
- No. of Bathrooms
- Store
- Verandah
- Recreation Hall
- Open Space
- Training Hall Office space

vii. Rent Free (Yes/No)

viii. If no. proposed rent of the accommodation (attach copy of rent deed).

ix. number of beneficiaries

Number of women	Number of women with children	Male	Female

b. Staff Available:

c. Non-recurring items

d. Electricity and water

e. Details of psychologists and psychiatrists attached to the home

f. 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 (for Jagruti I and Jagruti II)

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

4.1 RESTORATION TO FAMILIES

a. Restoration to Families

i. Details

ii. Proposed number of survivors to be restored

iii. How does implementing agency plan to conduct follow-up of the well-being of the survivor, once restored

b. Pre-release & post-release reports prepared for proposed number of survivors to be restored. If no, mention the reason.

c. Networking/Follow-up

5. COMPONENT REPATRIATION(only for Jagruti I)

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

5.2 Repatriation to country of origin

a. Number of survivors proposed to be repatriated

b. Mode of transport

5.3 Repatriation to State of origin

a. Number of survivors proposed to be repatriated

b. Mode of transport

Part-C: LIST OF DOCUMENTS TO BE ENCLOSED:

1. Registration certificate (under SRA,1860). If in a Regional Language, authenticated English Version to be attached.

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 Activity Report for the last 3 years.

5. Audited accounts for the last 3 years.

6. Rent deed for rented accommodation.

7. License under Prevention of Immoral Traffic Odisha Rules, 1959.

Annexure 5- Roles and responsibilities

Sr. No	Category of staff	Roles and responsibilities
1.	Resident Superintendent	<ul style="list-style-type: none">• Maintaining the home and providing necessary care to the survivors• Ensure compliance of the scheme's components• Supervise well-being of survivors• Organize, execute and manage all initiatives, projects, and functions, trainings, and treatment programs as applicable• Ensure safe transport of the survivors whenever travelling• Implement all activities & components as mandated under the scheme guidelines• Co-ordinate with various departments for rehabilitation methods• Ensure proper storage and inspection of quality of food, provisions for medical care, security arrangements, maintenance of files and registers, etc.• Maintain and upgrade the building for survivors' needs• Maintain the hygiene in the home• Employ appropriate security measures

		<ul style="list-style-type: none"> • Maintain all records and registers required under the scheme • Liaise, co-ordinate and co-operate with different structures like the SSCs, DCPUs, etc. for providing necessary support and when required • Ensure that the shelter home is a place, free of any kind of abuse and harm towards the survivors • In case the superintendent is on leave, the duties of the same will be carried out by a case worker/social worker • Ensure all survivors (including their children) have an identification proof • Review and provide support in maintaining the individual case files of survivors
2.	Office Assistant	<ul style="list-style-type: none"> • Record keeping of all survivors and their relevant information • Updating records on dashboard/ MIS when required • Maintaining database of all relevant schemes and programs of the government and other organisation with support of case worker/social worker and superintendent. • Maintain registers as directed by the superintendent from time to time
3.	Multi-Purpose staff	<ul style="list-style-type: none"> • Handle the survivors with empathy and affection • Provide the survivors with basic necessities as soon as they enter the home • Replenish the provisions and supplies in co-ordination with the superintendent • Ensure all survivors have supplies needed to ensure health and their hygiene • Implement daily routine of the survivors • Look after safety and security of survivors and overall arrangements in the home • On directions of the resident superintendents, escort survivors outside the home and back to the home • Maintain registers relevant to their duties • Any other duty as assigned by the resident superintendent
4.	Cook	<ul style="list-style-type: none"> • Cooking hygienic and healthy meals for the survivors, as instructed by the resident superintendent
5.	Security guard	<ul style="list-style-type: none"> • Recording entry and exit of all persons and staff visiting the home

		<ul style="list-style-type: none"> • Maintaining security of the homes as directed by the resident superintendent
6.	Case worker/social worker/ Social Worker	<ul style="list-style-type: none"> • Interact with the survivor and provide orientation to make sure the survivor is comfortable • On the order of concerned authorities, visit homes of the survivors to conduct home study reports • Maintain records of every session with the survivor • Co-ordinate with the counsellor and bring forth mental health concerns, if identified • Gather information regarding survivor's education and vocational training status along with her interests • Prepare individual case files with a rehabilitation plan • Deal with survivor's difficulties with compassion and empathy • Attend meetings held by concerned authorities and furnish relevant information whenever required • Following up with survivors as per the guidelines of the scheme • Accompany the survivors as directed • Establish linkages with related departments and voluntary organisations to facilitate rehabilitation and re-integration of the survivors • Develop a pre-release & post release plan for the survivors exiting the shelter homes keeping in mind their best interests. • Maintain relevant documentation as mandated by the guidelines. • Any other duties assigned by the resident superintendent

For the resident Superintendent, grievance, if any, shall be brought to the of District Social Welfare Officer of the district. For all other staff, the first point of grievance redressal should be the superintendent. If the issue remains unresolved for any of the staff, they may approach the District Social Welfare Officer of W&CD.

Annexure-6 Eligibility of the staff

Sr. No	Category of staff	Eligibility Criteria
1.	Resident Superintendent	<ul style="list-style-type: none"> • Graduate or post Graduate degree in Social Work /Community development/ Sociology/ Child Development/Human Rights Public Administration/ Psychology/ Psychiatry/ Law/ Public Health/ Community Resource Management or an equivalent course from a recognized University • A minimum of 3 years of prior experience working with government/ non-government organisations • The candidate should have ideally have experience in documentation, strengthening capacities and training, project formulation and implementation, as well as, monitoring and supervision. • Candidates with experiences in the field of women and child development/ social welfare will be preferred • Proficiency in computers • Candidate should not be more than 55 years of age • The candidate must be free of any criminal record
2.	Office Assistant	<ul style="list-style-type: none"> • Graduate degree in Statistics, Mathematics, Economics, Computer Science (BCA) or an equivalent degree from a recognized university • At least 1 year of experience working in the desired field • Computer skills and command on tally and knowledge on video conferencing facilitation, process documentation, web-based reporting formats • The candidate must be free of any criminal record
3.	Multi-Purpose staff	<ul style="list-style-type: none"> • The candidate with knowledge and experience in the desired field • Candidate with high school certificate may be preferred

		<ul style="list-style-type: none"> The candidate must be free of any criminal record
4.	Cook	<ul style="list-style-type: none"> The candidate must be above 18 years of age with skills and knowledge in the desired field The candidate must be free of any criminal record
5.	Security guard	<ul style="list-style-type: none"> The candidate should have at least 2 years' experience working as a security personnel. Preferably, personnel previously working in a government or reputed organisation will be preferred The candidate must be above 18 years of age and not more than 50 years of age. The candidate must be physically fit The candidate should have gone through a training program conducted by a recognised security agency
6.	Case worker/social worker/	<ul style="list-style-type: none"> Graduate degree preferably in Social Work/ sociology/psychology/ social sciences/ LLB or an equivalent degree from a recognised university At least 2 years of experience working with Govt/ NGO/ legal matters preferably in the field of women and child development. Experience in working with women and children related programs will be an added advantage A rights based approach to women and children related issues Proficiency in computers The candidate should not be more than 50 years of age The candidate must be free of any criminal record

Annexure 7- UC FORMAT

The UC format is to be submitted in accordance to format 7A under Odisha General Financial Rules. (OGFR)

Annexure 8- Admission Register

Sr. No	Name of the survivor	Sex	Category – SC/ST/etc.	Date of Admission	Age as on date of admission	Aadhar No/Any Identity Card No (Optional)	Placement Order	Date of survivor's discharge/de-institutionalization	Hand over to (Optional)	Sign of superintendent
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Annexure 9 - Staff Movement Register

Sr. No	Date	Name of staff	Designation	Entry time	Exit time	Purpose of movement	Signature	Remarks
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Annexure 10- Register for Medical Care

Sr. No	Name of the survivor	Age	Height	Weight	Growth monitoring remark	Prescription	Remarks	Action Taken/Follow-up	Signature of superintendent
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Annexure 11- Case Work Register

Sr. No	Name of the survivor	Case study prepared (Yes/No)	Name of the case worker/social worker	Report of case work done (Yes/No)	Follow-up session date	Sign of Case worker/social worker	Sign of superintendent
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Annexure 12- – Counselling details register

Sr. No	Name of the survivor	Name of the Counsellor	Counsellor assigned from (DCPU/ SSC/ CCI/DMHP/etc.)	Date of Visit	Counselling report submitted	Next counselling date	Remarks	Signature of superintendent
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Annexure 13- Management Committee Register

Sr. No	Month	Date of Management Committee meeting	Remarks	Compliance of the meeting	Signature of superintendent
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Annexure 14 – Visitor's Register

Sr. No	Name of the visitor	Whom to meet	Purpose of the visit	In-time	Out-time	Remarks
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Annexure 15- Personal Belongings Register

Sr. No	Name of the visitor	Date of Admission	Received belongings	Quantity/Identification Marks	Signature of superintendent
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Annexure 16- – Register for tracking menstrual hygiene and other medical records

Sr. No	Name of the survivor	Age	Date of menstrual cycle	Remarks
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Annexure-17

Format for Discharge List of Survivors from Home for the Financial Year

1. Home Name:

2. Financial Year:

Survivor name	Date of birth	Date of entry	Date of exit	Reason for exit	Approval status(for exit) by SP	Address of destination	Contact no.of the survivor/ kith & kin if any	ID details	Remarks
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