

GOVERNMENT OF ODISHA

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT

No. WCD-WW-SCHM-0020-2019 24885 /WCD Dt. 29-10-2024

From:

Sri.Asutosh Behera,OSS

Under Secretary to Govt.

To

All DSWOs

Sub: Salient features of Sakhi Niwas Guideline.

Madam,

In inviting a reference to the subject cited above, I am directed to forward you salient features of Sakhi Niwas as per the Mission Shakti Guideline for reference in implementing Sakhi Niwas scheme.

This is for your information & necessary action.

Yours faithfully,

Asutosh Behera  
29.10.24

Under Secretary to Government

Memo No. 24886

/WCD,Dated: 29-10-2024

Copy forwarded to all PO-cum-Programme Officer for kind information and necessary action with a request to submit the UC as soon as possible.

Asutosh Behera  
29.10.24

Under Secretary to Government



## **SALIENT FEATURES OF SAKHI NIWAS GUIDELINE**

### **1. SERVICES & ACTIVITIES OF SAKHI NIWAS**

#### **i. Institutional Care for long term support:**

**Sakhi Niwas or Working Women Hostel** will provide a safe and secure place for the working women away from their native place/ homes with all functional facilities like accommodation, food, day-care facility for their children, wherever possible, in urban, semi-urban, or even rural areas where employment opportunities for women exist on nominal cost basis.

### **2. COMPONENTS OF MISSION SHAKTI**

#### **2.1 'SAMARTHYA' – FOR EMPOWERMENT OF WOMEN**

In "Samarthya" which is for empowerment of women, existing schemes of Ujjwala, Swadhar Greh and Working Women Hostel and the existing ICDS schemes of National Creche Scheme and Pradhan Mantri Matru Vandana Yojana (PMMVY) have now been included under this umbrella scheme as these primarily focuses on women's economic empowerment.

In addition, where required, funding support for Economic Empowerment of women will also be provided on need basis, subject to the condition that funding support from other sources for the proposed activity is not available.

The objective of the scheme is to improve accessibility to various government services available for women at various levels through reinforcement and convergence for development and empowerment of women. The scheme aims towards social, cultural, political and economic development and empowerment of women.

##### **2.1.1 Component for Working Women**

With the progressive change in the socio-economic fabric of the country, more and more women are leaving their homes in search of employment in big cities as well as urban and rural industrial clusters. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation. The Government of India being concerned about the difficulties faced by such working women, introduced a scheme in 1972-73 of grant-in-aid for construction of new/ expansion of existing buildings for providing hostel facilities to working women in cities, smaller towns and also in rural areas where employment opportunities for women exist. The scheme was revised in 2017. However, based on the evaluation studies, the existing scheme has been revised to promote availability of safe and conveniently located accommodation for working women and other women pursuing higher education or training, who need to live away from their families due to professional commitments.

While other schemes promote skill development and employment generation among women, none of these provides women with support services like safe accommodation with food and medical assistance. The Sakhi Niwas– Working Women Hostel component of the sub-scheme will fill this critical gap. This is also necessary in view of increased demand for Working Women Hostels (WWHs) due to changing preferences leading to more women entering employment/workforce and migrating to employment hubs.



Further, the scheme aligns well with Sustainable Development Goal 5 (SDG-5) that mandates adopting and strengthening sound programs for the promotion of gender equality and the empowerment of women and girls at all levels. The scheme also addresses women's right to work and to free choice of profession and employment as mandated under the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW).

Another objective of the Sakhi Niwas component under the sub-scheme is to promote availability of safe and conveniently located accommodation for working women, with day care facilities for women living in hostels. The Day care/ Palna facility will also be open for the children of other working women living in the vicinity, subject to availability of slots, wherever possible. The working women's hostel projects under this scheme shall be made available to all working women without any distinction with respect to caste, religion, marital status etc., subject to norms prescribed under the scheme.

The facility of Shakhi Niwas can be availed by any working women, who may be single, widowed, divorced, separated or married (whose immediate family does not reside in the same city/area). Preference will be given to women from disadvantaged sections of the society. Special preference would be given to beneficiaries with physical disabilities, in case there is shortage of accommodation. Women who are under training for a job will also be considered for accommodation subject to availability and provided that the total training period does not exceed one year. The number of women under training for jobs should not exceed 30% of the total capacity. Girls up to the age of 18 years and boys up to the age of 12 years, accompanying working mothers will be provided accommodation with their mothers. Working mothers may also avail of the services of the Day Care Centre, as provided under the scheme.

The gross income of the beneficiaries should not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities, and Rs 35,000/-consolidated (gross) per month, in any other place. The income ceiling can be relaxed by District Magistrate or any other authorised officer based on the local requirement and subject to availability of accommodation. When the income of any working woman already residing in a hostel exceeds the prescribed limits, she will be required to vacate the hostel within a period of six months of crossing the income ceiling.

The implementing organisation may charge from the residents of the working women's hostel a reasonable rent not exceeding 15% of their total emoluments/ gross salary in the case of single bedrooms, 10% in case of the double bedrooms and 7 ½ % in the case of the dormitories. Fees charged from the children in the Day Care Centre should not be more than 5% of the emoluments of their mother, or the actual expenditure whichever is less. The rent for women under training for job shall not exceed the lowest rent charged from any of the working women residing in the same facility. The rent for such trainees may be charged from the institution/ organization sponsoring the training and in case that is not possible from the woman herself. The rent does not include use of the mess and other facilities like washing machines for which user charges should be collected.

As far as possible, women with children are accommodated in single/ double bedrooms instead of dormitory. No working woman is allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the District Administration



may, for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three-year period, subject to the condition that the period of extension, shall not exceed one year at one time, and that the total stay of the woman, with extensions, shall not exceed five years.

Monitoring and management of the hostels on day to day basis, will be done by the Hostel Management Committee (HMC), which will send its recommendations and quarterly reports to the District Administration. The HMC may ordinarily meet once in a fortnight. In case of an issue that requires immediate resolution, extra ordinary meeting may be held. Annual or biennial review meetings of the HMC may be attended by National/ State level officials. The Hostel Management Committee shall comprise of the following:

- i. District Programme Officer WCD/ District Social Welfare Officer - Chairperson
- ii. Resident Superintendent
- iii. Two representatives preferably of the senior residents
- iv. Prominent woman social worker/ representative from prominent organization in that area
- v. Any other person with social standing co-opted by the Chairperson.

The States/ District Administration may also collaborate with service provider/ NGOs/ non-profit organisations for establishing Working Women Hostel in Public Private Partnership Mode (PPP). However, for entering into partnership, background/ antecedents check of the organization (by police) and inspection and certification of the premises and facilities by an authorized officer (generally the officers assigned the charge of looking after Mission Shakti) of the State/ District shall be mandatory. Further, such inspections are to be carried out at least once a year for continuance of the facility. The Central Government may prescribe SoP/procedure in this regard in consultation with concerned State/ UT and may also provide online platform for dissemination of information of such facilities.

The States/ UTs may also utilize the funds available under the Building and other Construction Workers' Welfare Fund for establishment of Working Women Hostels with day care facility for the children of working women in construction and other sectors as prescribed under the fund. However, while doing so, efforts may be made to establish such hostels preferably in dormitory style with required standards of cleanliness and hygiene, in areas near industrial and construction hubs, so that the services are accessible and affordable for the needy women employed in those sectors.

### **3. FRAMEWORK OF IMPLEMENTATION**

#### **3.1.1 HUMAN RESOURCE FOR IMPLEMENTATION OF THE SCHEME**

Mission Shakti does not envisage creation of regular posts. However, wherever required, for smooth functioning of the Mission Shakti, the Central Government will provide financial assistance to States/ UTs/ Districts for hiring of manpower. There shall be a single PMU for the Umbrella Scheme at Central/ State/ District level set up under the "Samrthya Scheme" as



detailed above in Para 7. The required number of regular officers/staffs for implementation of Mission Shakti shall be provided by the MWCD at Central level. Similar arrangements may be made at State/District level.

The details of manpower requirement along with Qualification under various component of Mission Shakti is at **Annexure-IV**.

Since the institutions under Mission Shakti like OSCs, WHLs, Shakti Sadan, Sakhi Niwas and Crèche will play a vital role for safety, security and empowerment of Women, the term of staff engaged on contract basis, if any, by the States /UTs for these institutions should ordinarily be up to the 15<sup>th</sup> Finance Commission Cycle i.e. up to 2025-26. However, it will be subject to annual performance appraisal of such staff being satisfactory and clearance from Vigilance angle.

Qualification prescribed in **Annexure-IV** for the contractual manpower shall not be lowered under any circumstances. Character and antecedents' verification from Police authorities and medical fitness certificate from a Government Hospital / Institution is mandatory for all contractual staff prior to engagement.

Contractual Staff, if any, will not be paid wages at a rate lower than the prescribed minimum wages by the States/UTs for the relevant skills/ knowledge sets. The social security benefits such as EPF, ESIC, or any other statutory benefits need to be extended to staff engaged by the State/ District, as per extant provisions of law.

Any statutory taxes / duties such as GST etc. would not be deducted from the salary of the contractual staff. The applicable taxes and duties would be payable by the respective State Government/ UTs from their own budget.

The staff deployed at the institutions shall be permitted to avail 12 days leave in a year with the approval of designated authority. Further, maternity leave to the women staff shall not ordinarily be denied. However, in such cases while granting leave it may be ensured that the institutions stay operational at all times.

### **3.2 INSTITUTIONAL ARRANGMENTS AT DISTRICT LEVEL**

#### **3.2.1 DISTRICT LEVEL**

The overall implementation of the Scheme at District level will be done by a Committee headed by District Magistrate/ District Collector. The committee will have officers in charge of the Women and Child Development department (DPO/DWEO/DCPO etc) as its secretariat. The other members of the Committee would be nominated by the DM/ DC, drawing officers from concerned departments like education, health, police, and skill development, Banks / FIs etc on the similar lines as State level Committee. The Committee will also prepare the Annual Action Plan for the District, Block and Village Panchayat/ Municipal Wards under various components of the Scheme. Continuation of grant to any agency would depend on the satisfactory performance as assessed by the district level Committee. The Committee shall meet at least once in a quarter.



### 3.3 FUNDING PATTERN

Under "Sambal" sub-scheme, 100% funding will be provided by the Central Government. The sub-scheme "Samarthya" of the "Mission Shakti" will be implemented with a funding ratio of 60:40 between Centre and State Governments and UTs with legislature except North East & Special Category States where ratio is 90:10. For UTs without legislature, 100% funding will be provided by the central government.

### 3.4 BUDGETARY PROVISION

The component wise budgetary provisions for Mission Shakti are indicated at **Annexure-V**.

14.2 The estimated construction cost of the OSC based on CPWD 2020 rates is Rs. 60.00lakh (Tentative) for Delhi and National Capital Region. Rates of other regions/locations would be as per the SOR of the Concerned States/UTs. Therefore, a variable cost @ 5% of the construction cost to meet any variation in the construction cost would be provided. The land will be provided by the State Governments. The details of the construction cost along with the specifications are at **Annexure V**.

The funds for repairing OSCs and other institutions will be provided only to those which have been functional for more than 5 years; subject to demand from respective State/UT.

### FUND FLOW

The MWCD will be responsible for budgetary control and administration of the scheme at the Central level. After approval of the proposal received from the States/UTs, the MWCD will transfer the funds to the State/ UTs in a Single Nodal Account (SNA) to be operated separately for „Sambal“ and „Samarthya“ sub schemes of Mission Shakti. However, the States/ UTs shall ensure transfer of recurring and non-recurring grant to the District Collector/District Magistrate/ Implementing Agencies no later than the number of days prescribed by the guidelines issued by Central Government/Department of Expenditure for transfer of grant from Central Government through PFMS in dedicated Accounts opened at the district level for Sambal and Samarthya sub-schemes separately which are required to be mapped with PFMS. All further payments including salary, wages and services shall be made through Expenditure, Advance & Transfer (EAT) module of PFMS only. All the central grants released to the districts/ States/ UTs prior to issue of these guidelines are mandatorily to be transferred in the SNA Accounts open for Mission Shakti within the period specified by the MWCD.

The recurring grant for all components except BBBP will be released in bi-annual instalments or as may be prescribed. Under BBBP component, the grant will be released in one instalment in a year. Further release of recurring grant will be done upon receipt of Utilization Certificate (UC) and Statement of Expenditure (SoE) for grant released as per the provisions of General Financial Rules (GFR). The construction grant will be released in two instalments; the second instalment upon receipt of utilization certificate and statement of expenditure for the full amount of first instalment as well as upon physical progress of not less than 50% of



the same duly supported by photographs. Any interest accrued upon the grant released by the Central Government is required to be deposited in the Consolidated Fund of India as per the prescribed procedure. Proforma of Utilization Certificate (UC) and Statement of Expenditure (SoE) for grant released as per the provisions of General Financial Rules (GFR) is at **Annexure-VI**.

### **3.5 TRAINING & CAPACITY-BUILDING**

For implementation of the scheme, the National Institute of Public Cooperation and Child Development (NIPCCD), State Administrative Training Institutes (ATIs) in collaboration with other organisations / Institutions of eminence such as Bureau of Police Research and Development (BPR&D), National Legal Services Authority (NALSA), NIMHANS etc., will organize training programmes for Master Trainers for States/ UTs who will further train other functionaries, duty bearers etc. Further, the training modules for Master Trainers and functionaries associated with the scheme will be developed by the MWCD under the guidance of Capacity Building Commission (CBC) to equip the master trainers with necessary skills to further train other functionaries by providing step-by-step guidance on assisting the women in distress. Online training modules, video tutorials, quizzes and self-assessment questionnaire shall be prepared by MWCD and will be available on the portal.

The States/UTs will provide mandatory induction training to all the personnel involved in the functioning of "Mission Shakti". Towards fulfilling this objective, the State will coordinate with its various departments so that people providing services and those belonging to various departments could be sensitized and trained in handling the issues related to women and girls.

### **4. MONITORING, FEEDBACK AND REPORTING**

#### **4.1 MONITORING AND FEEDBACK**

**Hub for Empowerment of Women (HEW)** is envisaged for monitoring of the performance of scheme and for gathering feedback from stakeholders. The Hub will also be responsible for coordination and convergence of activities with schemes/ programmes of other Ministries/ Departments. There will be National/ State/ District Hubs for Empowerment of Women (**NHEW/ SHEW/ DHEW**). NHEW has two verticals, one for administrative work and other for specialized and dedicated services for coordination and convergence. At the Central Level, NHEW will provide manpower support for „Mission Shakti" through a single and dedicated PMU. The details of the manpower of NHEW/ SHEW/ DHEW are at **Annexure- IV**.

**Index and Rewards:** To assess the effectiveness of the implementation of the schemes and efficacy of the process, a Gender Index will be developed taking into account all parameters covered under both the sub-schemes. The Ministry would publish the ranking of States/UTs/Districts and recognise/reward the best performing ones suitably. The Ministry will issue SoP for this purpose separately.

**Geo-tagging:** All institutions supported by the Ministry would be geo tagged in order to map, analyse and monitor on a real time basis. The locations, address and contact details would be placed on a unified portal for Mission Shakti and Umang App, or similar platforms, for easy access of information by end users and different stakeholders. Moreover, procedure for



biometric attendance for duty bearers as well as beneficiaries shall be made compulsory. The Ministry will issue SoP for this purpose separately.

These guidelines are aligned with the objectives of SDGs, particularly SDG 5 pertaining to gender equality. Mechanism for monitoring of outcome-based indicators for the schemes will be put in place.

Investment will be made in the development, institutionalization and assessment of the Gender Index and development of a comprehensive portal for women with a citizen interface. The portal so developed will capture all aspects pertaining to women including complete information on women related laws, policies, schemes/programmes, link for filing applications for various services, grievance portal, and other publications/ IEC materials etc.

**Citizen involvement:** Advocacy and outreach will be undertaken on a mass scale in order to tackle the deep-rooted patriarchal mindset and behaviour. This will also involve intensive jan-bhagidari activities at village / panchayat level where the platform of Anganwadis/ Panchayati Raj Institutions will be utilized. There will be a section on Mission Shakti Portal for engagement with citizens.

## **4.2 REPORTING**

Standardized monitoring reports, covering both financial as well as operational performance data will be prepared for the scheme by the State Level/ District Level Monitoring Committee, as the case may be, on a quarterly basis and sent to Central Government that will review the reports on a quarterly basis.

A comprehensive web-based reporting system will be developed and put in place to enable real time monitoring. The web enabled monitoring system would be a user-friendly single portal providing Management Information System (MIS) and easy accessibility while giving due regard to maintaining the confidentiality of data. It will enable monitoring of the programme including inter alia establishment of service delivery structures; accurate information about the network of institutions available, services being provided, human resources, financial resources and beneficiaries. In addition, the portal would also showcase updated data on vulnerable categories of women as well as those already in need of care and support; as well as information on impact of services and of campaigns for thought and behaviour change.

The evaluation of the scheme would be assessed by a third party of repute to be nominated by MWCD.

## **5. DATA PROTECTION AND AUDITING**

### **5.1 DATA PROTECTION**

All the Mission related documents and information shall be stored on a server placed within the territory of India only and it shall be ensured that necessary firewalls are in place. Adherence to the guidelines issued by NIC or any other Government Agency shall be mandatory at all levels. The details and photographs of victims of violence, trafficking or in distress shall not be shared with anyone, except with the law enforcement agency/ judiciary or any other government authorized agency with their consent.



## 5.2 AUDIT AND SOCIAL AUDIT

Audit will be done as per Comptroller & Auditor General of India norms and that channel will be followed at the Central and State Government levels. Social Audit will also be undertaken. Direct feedback will also be obtained from those who have availed the services under the scheme through appropriate evidence gathering methods. The feedback can also be provided on a dedicated and comprehensive portal of Mission Shakti to be put in place.

## 5.3 MANDATORY CONDITIONS

In order to avail benefits of any sub-scheme/component under the scheme, in addition to the conditions prescribed under various sub-schemes/components of the Schemes, a State is required to meet the following mandatory conditions:

- i. Full compliance with the official name of all Centrally Sponsored Schemes (CSSs) [correct translation to local language is permissible] and any guidelines/instructions issued by the Government of India regarding branding of CSSs, in all schemes of the Ministry. Accordingly, change of names/ symbols/ logos/ other identifiers of Mission Shakti as a whole or its sub-schemes or components shall not be permitted. All the institutions supported under the scheme or any events/ conferences/ seminars organized under Mission Shakti shall mandatorily carry the names/ symbols/ logos/ other identifiers in the same form in which it has been prescribed on all hoardings/ banners/ backdrop/ posters/ boards/ brochures/ pamphlets/ leaflets or any other publications and IEC materials, whether in printed or electronic form. No co-branding of scheme components would be allowed.
- ii. Full compliance of Department of Expenditure instructions issued vide F. No. 1(13)PFMS/FCD/2020, dated 23.03.2021 regarding the new procedure for release of funds under the CSSs or any other instruction on the subject, issued from time to time.

## ANNEXURES

### Annexure I- Details of Basic Facilities in institutions under Mission Shakti

| Sl no | Facilities/amenities to be provided | Frequency /details                                                                                       |
|-------|-------------------------------------|----------------------------------------------------------------------------------------------------------|
| 1     | Food                                | Breakfast, Lunch, Afternoon refreshment and Dinner (to be arranged by implementing agency on paid basis) |
| 2     | Medical Aid                         | Need basis (to be arranged by implementing agency on paid basis)                                         |
| 3     | Security                            | To be arranged by implementing agency                                                                    |
| 4     | Group Activities                    | To be arranged by implementing agency, as per requirement                                                |
| 5     | Creche/Day care facility            | Need basis (paid services)                                                                               |



**Annexure- IV-Ideal Structure of Manpower and their qualification under Mission Shakti**

| Sakhi Niwas                 | No Of Staff | Qualification                                                                                                                                                                                                                                                      |
|-----------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sakhi Niwas Manager         | 1           | Graduate in Social Work/Psychology/Sociology with 03 years supervisory experience in running of such hostels. The Manager must live at the hostel and provide overall supervision to ensure smooth functioning of the hostel.                                      |
| Warden                      | 1           | Graduate (with proficiency in computer operations). Preference will be given to those who have experience in handling women related laws / policies / programmes.                                                                                                  |
| Caretaker                   | 3           | Higher Secondary/10+2 or equivalent qualification from a recognized Board with 2-years" experience as Caretaker of Building and Supervision of work of MultiTasking Staff or equivalent staff.                                                                     |
| Security Guard/ Night Guard | 3           | The services could be outsourced to any person having at least 2 years" experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel. |

**Annexure-V-Component-wise Annual Ceiling of funds and the number of Units to be taken up during the 15th Finance Commission Cycle**

**SAMARTHYA**

| <b>SAKHI NIWAS</b>            |           |               |                    |                    |                    |                    |                    |
|-------------------------------|-----------|---------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                               | Per Annum | Existing Unit | No of Unit 2021-22 | No of Unit 2022-23 | No of Unit 2023-24 | No of Unit 2024-25 | No of Unit 2025-26 |
|                               |           |               |                    | 5                  | 10                 | 15                 | 20                 |
| SakhiNiwas rent for 1000 sq . | 450000    | 500           | 5                  | 10                 | 20                 | 35                 | 55                 |
| Sakhi Management Cost         | 1008000   | 500           | 500                | 500                | 500                | 500                | 500                |
| Repair of SakhiNiwas          | 500000    |               | 450                |                    |                    |                    |                    |



|                                         |       |  |     |     |     |     |     |
|-----------------------------------------|-------|--|-----|-----|-----|-----|-----|
| operated in Govt. Land every five year  |       |  |     |     |     |     |     |
| Crech established in Sakhi Niwas        | 90600 |  | 500 | 500 | 500 | 500 | 500 |
| Liability Against Construction approved |       |  |     |     |     |     |     |

### Annexure-VI-Form of Utilization Certificate

#### PART A: SAMARTHYA(SAKHI NIWAS)

Name of the State/UT \_\_\_\_\_

Financial Year \_\_\_\_\_

GFR 12-C

[( See Rule 239)]

#### FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENT)

(Where expenditure incurred by Govt. bodies only)

| Sl. No. | Letter No. and date | Amount |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|---------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | .....               |        | <p>Certified that out of Rs..... of grants sanctioned during the year ..... in favour of ..... under the Ministry/Department Letter No. given in the margin and ..... on account of unspent balance of the previous year, a sum of Rs.____ has been utilized for the propose of Sakhi Niwas for which it was sanctioned and that the balance of Rs.____ remaining unutilized at the end of the year. Funds, if any, amounting to Rs. Nil has been surrendered to Government (vide No.____ dated ____ will be adjusted towards the grants payable during the next year .....</p> |
| 2.      | .....               | .....  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|         | Total               |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.

Signautre



Designation

Date

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

**ANNUAL STATEMENT OF EXPENDITURE PART B: FINANCIAL**

1. Funds released during previous financial year by Gol .....
2. Expenditure incurred in previous financial year .....
3. (a) Unutilized balance of previous financial year (1-2) .....

OR

- (b) Excess expenditure incurred in previous financial year (2-1) .....

4. Funds released upto previous Quarter in current year by Gol .....
5. Funds released during the current Quarter by Gol .....

(Sanction Order No. \_\_\_\_\_ Date: \_\_\_\_\_)

6. Cumulative release during the year (4+ 5) .....
7. Net Central funds available (6 + 3(a)) .....

OR 6 – (b) as the case may be) .....

8. Un-utilized Funds .....
9. Saving, if any along with reasons .....

**Annexure-VII- Proforma for Proposal for setting up institutions (OSC/ Shakti Sadan /  
Shakhi Niwas/**

**Palna)**

1. **Location of the Institution:** .....

2. **Name of the hospital/medical facility/Government**

**Semi -Government institution identified (applicable for OSC):** .....

3. **Requirement of Fund :**



a. **Recurring Expenditure:**

(Rs. in Lakhs)

| Sl. No | Items/Components                       | 2022-23        |               |       | 2023-24       |               |       |
|--------|----------------------------------------|----------------|---------------|-------|---------------|---------------|-------|
|        |                                        | 1 st Half Year | 2nd Half Year | Total | 1st Half Year | 2nd Half Year | Total |
| i)     | One Stop Centre Management:            |                |               |       |               |               |       |
| ii)    | Stationary (Cartridge, Paper etc.)     |                |               |       |               |               |       |
| iii)   | Electricity                            |                |               |       |               |               |       |
| iv)    | Telephone/Fax                          |                |               |       |               |               |       |
| v)     | Catering/Food                          |                |               |       |               |               |       |
| vi)    | Clothing & Medicine & Kit etc.         |                |               |       |               |               |       |
| vii)   | Any other item out of Contingency fund |                |               |       |               |               |       |

(Change items as per requirement of institutions)

b. **Non Recurring Expenditure:**

(Rs. in Lakhs)

| S.No | Items/Components                    | 2022-23 |
|------|-------------------------------------|---------|
| i)   | Refurbishment of Existing facility: |         |
| ii)  | Refrigerator:                       |         |



|      |                                                                                   |  |
|------|-----------------------------------------------------------------------------------|--|
| iii) | Computer Peripherals (Desktop, Printer, Scanner)                                  |  |
| iv)  | Telephone, Fax, Internet, Modem                                                   |  |
| v)   | Furnishing for the ward (bed, side table, chair) mattresses, pillows and curtains |  |
| vi)  | Furnishing for other rooms                                                        |  |
| vii) | CCTV Camera                                                                       |  |
|      | Total                                                                             |  |

For Construction of the Centre, if required

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**3. The fund required for setting up [3 (a)+(b)+(c)]**

-----

**4. Details of Land** (land should be free from all encumbrance):

a. Location of the land -----

b. Area of the land -----

c. Copy of the approved plan for construction has been enclosed (Y/N)

-----

d. Name of the Agency identified by State for construction

(NBCC/CPWD/State PWD/District Development Authority etc.

-----

e. Is the State has entered in MOU with the identified Agency (Y/N)

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**Authorized Signatory Name and Designation:**

**Principle Secretary/Secretary/Director, DWCD**

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