

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

**UJJAWALA**

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

(Proposed Draft January 2019)

Government of India

Ministry of Women and Child Development

Ujjawala

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

**A. BACKGROUND**

1. *Human trafficking refers to the process through which individuals are placed or maintained in an exploitative situation for economic gain.* Trafficking of women and children for commercial sexual exploitation is an organized crime *having both national as well as international ramifications, which robs people of their basic human rights.* India has emerged as a source, destination and transit for both in-country and cross border trafficking. The problem of trafficking of women and children for commercial sexual exploitation is especially challenging due to its myriad complexities and variation. Poverty, low status of women, lack of a protective environment etc. are some of the causes for trafficking.
2. *Government of India is committed to tackle Human trafficking and has Constitutional and legal provision to combat Trafficking. Trafficking is prohibited by the Constitution of India under Article 23. Also, trafficking of Women and children for sexual exploitation is an offence under the Indian Penal Code, 1860; Immoral Traffic (Prevention) Act, 1956 and other laws and conventions.*
3. A multi sectoral approach is needed which will undertake preventive measures to arrest trafficking especially in vulnerable areas and sections of population *with the support of local communities at village and Urban level;* and to enable rescue, rehabilitation and reintegration of the trafficked victims.
4. Keeping the above issues and gaps in mind the Ministry has formulated a "Comprehensive Scheme for Prevention of Trafficking for Rescue, Rehabilitation and Re-Integration of Victims of Trafficking for Commercial Sexual Exploitation-Ujjawala". This scheme has been conceived primarily for the purpose of preventing trafficking on the one hand and rescue and rehabilitation of victims on the other.

## **B. OBJECTIVE OF THE SCHEME**

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

## **C. TARGET GROUP/BENEFICIARIES**

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

## **D. IMPLEMENTING AGENCIES**

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

## **E. ELIGIBILITY CONDITIONS**

The implementing organizations must fulfil the following eligibility conditions:

1. The agency should be registered under law and must have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in its Constitution;
2. The organization must not work for the profit of any individual or body of individuals;
3. It should ordinarily have three years' experience after its registration **and should have expertise to provide such services;**

4. Its financial position should be sound;
5. It should have facilities, resources, experience and personnel to initiate the scheme for which assistance is sought;
6. Voluntary organisations should be registered with the NGO PS portal of NITI Aayog.

**F. THE COMPONENTS OF SCHEME AND PATTERN OF ASSISTANCE**

The Scheme shall have the following main components:-

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

**G. SERVICES**

The Ujjawala Scheme will facilitate access to following services:

S.no	Types of Services	Description
1	Emergency Response and Rescue Services	Rescue and referral services to the women and Children affected by trafficking. For this, linkages will be developed with existing mechanisms such as National Health Mission (NHM), service, police (PCR Van) so that the victims affected by trafficking can either be rescued from the location and taken to the nearest medical facility (Public/ Private) or shelter home.
2	Medical assistance	Women and Children affected by trafficking would be provided medical aid/examination.

3	<b>Assistance to women in lodging FIR and intimation to the concerned enforcement agency.</b>	The implementing agency will facilitate the lodging of FIR and intimation to the concerned enforcement agency.
4	<b>Psycho-social support/ counselling</b>	A skilled counsellor providing psycho-social counselling services will be provided to the beneficiaries. This counselling process will give women and children the confidence and support to address trafficking or to seek justice for the violence perpetuated. Counsellors shall follow a prescribed code of ethics, guidelines and protocols in providing counselling services.
5	<b>Legal aid and counselling</b>	To facilitate access to justice for women and children affected by trafficking, legal aid and counselling would be provided through Lawyers.
6	<b>Rehabilitation and Re-integration</b>	The Rehabilitation and Re-integration home will provide shelter facility to the aggrieved. During the stay they will be provided with basic amenities such food, clothing and other items of personal use. The Victims will also be provided with medical care, legal aid, education, Vocational training and Income generation activities.
7	<b>Financial Inclusion</b>	The scheme will provide support to the victims of trafficking for inclusion in the financial and banking sector by opening bank accounts, providing insurance service etc. For the purpose, staff at the Rehabilitation centre will engage with different financial institutes to ensure transfer of services and beneficiaries to victims

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

## H. DESCRIPTION OF THE COMPONENTS OF SCHEME

Assistance will be provided for the following:-

### 1. PREVENTION

#### 1.1 Sensitization/Training Workshops/Seminars for Enforcement agencies and Urban/Local communities.

The training module will comprise of Human Trafficking Laws, Human Trafficking Enforcement, Prevention of Human Trafficking and Support to Victims in the form of legal, medical and financial inclusion.

Representatives of Gram Panchayat/Municipality Corporation/Local representatives and administration/Representative of the State Women Commission, as the case may be, should also be invited to all Sensitization workshops/Seminars.

#### 1.2 Awareness generation through mass media, digital Communication and Social media

#### 1.3 Development and printing of awareness generation material such as pamphlets, leaflets, audio visuals and posters (in local language)

(Implementing agency has to distribute IEC Materials during the Sensitization/Training Workshops/Seminars).

COMPONENT (PREVENTION)		Annual Budget (In Rs.)
<b>1.1</b>	<b>Sensitization/Training Workshops/Seminars (2 days)</b>	
a.	Hiring of Venue (2 days * 5000)	10000
b.	Communication	1000
c.	Resource Persons (2 Resource person *2 days* 2500)	10000
d.	Lunch and Refreshment (at least 30 participants x Rs.200 x 2days)	12000
e.	Resource material	5000
f.	TA/DA for participants	10000
<b>1.2</b>	<b>Awareness generation through mass media and digit communication/social media.</b>	
a.	<u>Resource person for Digital awareness (5000*12)</u>	60000

b*	Payment for digital and sponsored awareness to the Social media website/org (5000*12)	60000
1.3	Development and printing of awareness generation material such as pamphlets, leaflets and posters hoardings, advertisements etc. (in local language)	30000
<b>TOTAL</b>		<b>197000</b>

*\* Payment/bills for awareness generation through mass media and digital communication/social media will be sanctioned on the basis of receipt of electronic payment transaction and log details of transactions of sponsored awareness.*

*Other awareness generation programme through mass media including kala jathas, street plays, puppetry, cycle rallies or through any other art forms, preferably traditional may be organized under the supervision of Task force in the district.*

## 2. RESCUE

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

**2.2 Assisting enforcement agencies in rescue operations:** The scheme would provide for-

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

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

<b>COMPONENT-2 (RESCUE)</b>		<b>Annual Budget (In Rs.)</b>
<b>2.1</b>	<b>Information gathering---Communication</b>	6000
<b>2.2</b>	<b>Rescue operation</b>	
a.	Informers	10000
b.	Transport	6000
c.	Documentation, <i>Legal charges &amp; filing of reports etc.</i>	3000
<b>2.3</b>	<b>Immediate Relief on Rescue</b>	
a.	Basic Amenities( <i>Food, clothes, toiletries, Sanitary items</i> )	5000
b.	Medical Aid	5000
<b>TOTAL@</b>		<b>35,000</b>

@ The implementing agencies are required to provide a copy of the information to the Police department/FIR or copy of bills for legal charges/expenses.

### **3 REHABILITATION**

**3.1 Setting up of Protective and Rehabilitative (P&R) Homes** - The P&R Homes would be set-up by the agency. All facilities to the children of the beneficiaries shall also be provided for the duration of their mother's stay.

**3.2 Basic amenities** - to provide basic amenities such food, clothing and other items of personal use.

**3.3 Medical Care** - This Scheme would provide Doctor's fee, cost of medicines, hospitalization, appropriate linkages to de-addiction centres. Since the victims of trafficking undergo immense psychological trauma, professional counselling services would be provided through a qualified clinical psychologist and psychiatrist.

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

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

**3.6 Construction of the Rehabilitation Home:** Before making an application for construction of Rehabilitation home building on public land, it should be ensured that the applicant organization has available public land which is suitably located for a Rehabilitation Home. The State/UT government should satisfy itself that the land for the



proposed home is suitably located and demand for the same exists as mentioned in the application.

Meaning of **Public Land** for the purpose of scheme is the land owned by Central/ State/ Local Government which would also include public land obtained by any organisation from Government or Government organization on lease hold basis for at least a period of 30 years and on renewable terms for construction of Rehabilitation Home under Ujjawala scheme.

**3.7 Financial Inclusion:** The scheme will provide support to the victims of trafficking for inclusion in the financial and banking sector by opening bank accounts etc. For these purpose the staff at the Rehabilitation centre will engage with different financial institutions to facilitate these services.

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

<b>COMPONENT-3(REHABILITATION)</b>		<b>Annual Budget (In Rs.)</b>
<b>3.1</b>	<b>Setting up of Protective Homes (50 Beneficiaries )</b>	
<b>a</b>	<i>Non- Recurring Cost</i>	
	<i>*Construction of the Rehabilitation Home (non- recurring) Amount as per assessment &amp; schedule of rates of State PWD</i>	
	<i>%Furniture, utensils, linen beds locker etc and Installation of CCTV cameras (Minimum 4 cameras). (non- recurring)</i>	350000
<b>b.</b>	<b>Rent *</b>	
	Class A City ( Rs 80,000)	960000
	Class B City ( Rs 60,000)	720000
	Class C City ( Rs 40,000)	480000
	<i>Maintenance of Home, will include repair &amp; painting. (Yearly)</i>	50000
<b>c.</b>	<b>Management, Staff and Administration Cost #</b>	
	Project Director	<b>2400000</b>
	Social Worker (2)	
	Clinical Psychologist	
	Clerk cum Accountant	
	Guard (3)	
	Doctor (Part time)	
	Psychiatrist (Part time)	
	Yoga and Spiritual trainer	
	<i>Administrative Cost (Stationary (Cartridge, Paper etc.), Electricity Telephone/Fax, transportation etc.</i>	

<b>3.2</b>	<b>Basic amenities</b>	
a.	Food	
b.	Personal) <i>such as clothes, toiletries, Sanitary items, pocket money, insurance and Expense for Recreational activities etc.</i>	<b>2400000</b>
c	<b>Medical Care (Medicines includes emergency care)</b>	
<b>3.3</b>	<b>\$Legal Aid (court work and documentation) [Rs.200 x 12 x 50]</b>	120000
<b>3.4</b>	<b>Contingency</b>	<b>100000</b>
<b>3.5</b>	<b>Education</b>	
a.	Formal School <i>and Study material [support - Rs.500 x 12 x 30 victims]</i>	180000
<b>3.6</b>	<b>Vocational Training and Income generation activities^ [Support - Rs.10000x 20victims]</b>	200000
<b>TOTAL : Class A Cities</b>		<b>67,60,000</b>
<b>: Class B Cities</b>		<b>65,20,000</b>
<b>: Class C Cities</b>		<b>62,80,000</b>
<p>*Subject to Assessment Certificate from State PWD</p> <p>*The rates of various items/ services for construction to be adopted in the detailed structural/ financial estimates shall not be in excess of the schedule of rates of the PWD of the State concerned and a certificate to that effect shall be furnished by the State PWD or any other authority authorized/ prescribed by the State for such purpose.</p> <p># <i>All the staff at the Protective Home should be female only, except guards. Wherever possible appointment of eligible SCs/STs/OBCs/Minorities may be undertaken</i></p> <p>@ Expenditure incurred in transporting the victims for P &amp; R Home to another P &amp; R Home located in the Home State of the victim can be incurred under this Head. Proof of expenditure like copies of train ticket/bus ticket etc. is necessary for admitting expenditure under this Head.</p> <p>^ The Implementing Agencies are required to get the training imparted through recognized Vocational Training Institutes <i>as per Ministry of Skill Development and Entrepreneurship (MSDE) norms or as the District/local Administration may deem fit. The reimbursement of training for the beneficiary may be made as per actual expenses incurred.</i> In cases where such institutes are unable to provide vocational training, the Implementing Agencies have to make alternative arrangement for vocational training.</p> <p><b>\$ Legal Aid will be sanctioned as per the budget or the actual amount incurred,</b></p>		

whichever is lesser.

% Minimum 4 CCTV cameras should be installed covering all corners of the Home with entry and exit. The CCTV camera recording should have a minimum backup of at least a month.

The list of Class 'A', 'B' and 'C' cities is annexed.

Police verification should be ensured of the Security Guard appointed at the Rehabilitation home.

The list of beneficiaries and staff at the rehabilitation home should regularly be updated on the NGO-Portal.

**A. Assistance for Construction:**

Government shall grant assistance for construction of rooms/cottages/ huts for the shelter of the residents and common facilities like kitchen, bathroom, training hall, recreation room, dining hall office room etc and infrastructure facilities like water, electricity, approach road, boundary wall etc. The grant shall be subject to a ceiling of 4500 Sq. ft. area per home. Construction grant will be given to State Governments agencies including Women Development Corporation, Central or State autonomous bodies, Municipal Corporations and Panchayati Raj Institutions only. The rates of items/services for construction to be adopted in the estimate should not be in excess of Schedule of Rates (SoR) of the PWD of the State concerned.

**B. Norms for Residential Space:**

The Protective Home should provide such residential facilities that would ensure a respectable and dignified standard of living for residents. Accordingly every protective home should provide a residential space of approximately 80 sq. ft. per beneficiary excluding common space and utilities. Besides, every home should be properly ventilated with adequate facilities of bathrooms, toilets, dining hall and a multi purpose hall to be used as a common room/entertainment room/training hall. Premises for should be clearly defined and no other residential programme should operate in the premises demarcated for Ujjawala Scheme.

## 4. RE-INTEGRATION

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

**4.2 Restoration to Families** - The scheme would cover travel of the victim and an escort from destination area to her hometown/village, expenses incurred towards her food

during her travel and incidental expenses.

<b>COMPONENT-4(RE-INTEGRATION)</b>		<b>Annual Budget (In Rs.)</b>
<b>4.1</b>	<b>Setting of Half-Way Home (for 20-25 Beneficiaries)</b>	
a.	Rent for Half-Way Home	
	<i>Class A City ( Rs 40,000)</i>	480000
	<i>Class B City ( Rs 30,000)</i>	360000
	<i>Class C City ( Rs 20,00)</i>	240000
b.	<u>%Furniture, utensils, linen beds locker etc and Installation of CCTV cameras (Minimum 4 cameras). (non- recurring)</u>	150000
<b>4.2</b>	<b>Monetary support for self-employment, Sustainable living and restoration to families.</b>	
a.	Seed Money for (Rs.20000 x 10beneficiaries or actual number of beneficiaries)	200000
b.	Transport for the victim and escort (Rs.1000 x 2 x 10beneficiaries or actual number of beneficiaries)	20000
c.	Networking/Follow-up including two visits (Rs.1500 x 10victims or actual number of beneficiaries)	15000
<b>TOTAL : ClassA Cities</b>		<b>8,65,000</b>
<b>Class B Cities</b>		<b>7,45,000</b>
<b>ClassC Cities</b>		<b>6,25,000</b>
<b>TOTAL</b>		
<b>*Subject to Rent Assessment Certificate from State PWD</b>		
<u>% Minimum 4 CCTV cameras should be installed covering all corners of the Home with entry and exit. The CCTV camera recording should have a minimum backup of at least a month.</u>		

## 5. REPATRIATION(CROSS-BORDER)

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

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

<b>COMPONENT-5 (REPATRIATION-CROSS BORDER)</b> <b>Applicable only to those agency who have victims of cross-border trafficking</b>		<b>Annual Budget (Per beneficiary) (In Rs.)</b>
<b>5.1</b>	Facilitate repatriation procedures, Communication and Documentation	5000
<b>5.2</b>	Repatriation to country of origin (Transport to the victim and escort, includes food and other incidentals)	20000
<b>TOTAL</b>		<b>25,000</b>

**Summary Statement of Grant under all Components of the Scheme:-**

<b>S. No</b>	<b>Name of the Component</b>	<b>Total Budget for the Component (In Rs.) Ujjawala Scheme</b>			
		<b>Recurring</b>			<b>Non-recurring</b>
		<b>Class-A Cities</b>	<b>Class-B Cities</b>	<b>Class-C Cities</b>	<b>For Class A B &amp; C Cities</b>
1	Prevention	1,97,000	1,97,000	1,97,000	-
2	Rescue	35,000	35,000	35,000	-
3	Rehabilitation	67,60,000	65,20,000	62,80,000	
4	Re-Integration	8,65,000	7,45,000	6,25,000	3,50,000
5	Repatriation	25,000	25,000	25,000	
<b>Total</b>		<b>78,82,000</b>	<b>75,22,000</b>	<b>71,62,000</b>	<b>3,50,000</b>
Total Budget for all Component for the Project (Recurring + Non-Recurring)		82,32,000	78,72,000	75,12,000	

## **I. STEPS TO BE TAKEN BY STATE GOVERNMENTS / UT ADMINISTRATIONS**

**Formation of Task Force at District Level :** The overall implementation of the Ujjawala Scheme will undertake under the supervision of State/UT Department of Women and Child Development/Social Welfare Department. This essentially includes the setting up of Ujjawala Scheme Projects in the respective districts. The State/UT DWCD/Social Welfare Department would accordingly ensure the constitution of the Task Force which would be chaired by the District Collector /District Magistrate of the concerned district. The Task Force would be headed by the District Collector/Deputy Commissioner of the respective District who would apprise the State DWCD/Social Welfare Department about the Ujjawala Scheme operations in the respective districts. The Task Force would comprise of the following members:

- District Magistrate/Commissioner (Chairperson of the Committee)
- Superintendent of Police
- Secretary, District Legal Service Authority (DLSA)
- Chairperson of the Bar Council
- Chief Medical Officer
- District Programme Officer (DPO)/Protection Officer/CDO
- District Panchayat Officer
- Members of the Civil Society or Any other member co-opted by the Chairperson

### **The functions of the Task Force will be as follows:**

- Make suitable, viable administrative arrangements for running the Ujjawala Projects that includes smooth operations under the Scheme and its components.
- Ensure the recruitment of staff is in accordance to the guidelines and other activities such as medical care, legal aid, education and vocational training is conducted.
- Monitor the functioning of the Scheme regularly and to provide guidance, support and advice for effective functioning of the Ujjawala Scheme.
- The task force will ensure that the functioning and implementation of the Ujjawala Scheme and its components is in compliance with the prevalent laws.

### **Convergence with Other Departments:**

The roles/responsibilities of other Departments to facilitate the functioning of Ujjawala Scheme are outlined in the table below:

<b>Sl. No.</b>	<b>Ministry</b>	<b>Primary Role</b>	<b>Other Support</b>
<b>1</b>	<b>Ministry of Health &amp; Family Welfare/ State/ District</b>	<ul style="list-style-type: none"> <li>• Directories of Doctors/Hospitals/ Clinics Blood Banks (public &amp; private) operational within the State/UT</li> <li>• Directories with complete address, phone number of in-charge/nodal Doctor and hospital and Ambulance.</li> <li>• Protocols for doctors issued by the Ministry to be made available in local dialect</li> </ul>	<ul style="list-style-type: none"> <li>• The Hospitals follow the New Medico-Legal Guidelines, 2014 for survivors and victims of sexual violence developed by Ministry of Health and Family Welfare recording the case in the Medico-Legal Case (MLC) examination proforma.</li> </ul>
<b>2</b>	<b>Ministry of Home Affairs/ State/ District</b>	<ul style="list-style-type: none"> <li>• Designate police officer for Ujjawala Scheme Projects to facilitate prompt and proper filing of FIR</li> </ul>	<ul style="list-style-type: none"> <li>• Sensitize police personnel dealing with violence against women cases</li> </ul>
<b>3</b>	<b>Ministry of Law &amp; Justice</b>	<ul style="list-style-type: none"> <li>• List of dedicated and sensitive lawyers ready to give legal aid to the women affected by violence.</li> <li>• List of district wise para legal volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Support in ensuring expeditious disposal of cases.</li> <li>• Facilitating compensation to the survivors of violence</li> </ul>
<b>4</b>	<b>Ministry of Finance</b>	<ul style="list-style-type: none"> <li>• List of Insurance Scheme for Women and Children.</li> <li>• Procedure to open bank Account, register for Aadhaar Card and directory of the bank providing the services</li> </ul>	<ul style="list-style-type: none"> <li>• Support in ensuring inclusion in the banking and financial sector by opening bank accounts, providing insurance, Aadhaar card etc.</li> <li>• Facilitate transfer of benefits and compensation to the victims.</li> </ul>

## **J. SANCTION OF NEW PROJECT UNDER THE SCHEME**

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

- a. Secretary, Ministry of Women and Child Development (Chairperson)*
- b. Financial Adviser, Ministry of Human Resource Development (MWCD)*

c. *Secretary in charge of Women and Child Development of the concerned State Governments/UT Administration.*

d. *Joint Secretary of the concerned bureau in the Ministry (Convener)*

#### **K. Procedure for Release of Grant**

State Govts./UT Administrations will release the grant to the implementing agencies as under -

- (i) Assistance is sought towards Ujjawala scheme, release shall be made in two equal installments every year. First installment will ordinarily be released along with the sanctioning of the Project. The one-time grant for non-recurring items shall be released with the first installment. It may be ensured before release of the GIA that the implementing organisation is registered with the NGO portal of NITI Aayog.
- (ii) The second and subsequent installment will be released after the implementing agency furnishes proof that it has spent the previous installment for the purpose for which it was granted. Request for release of the second and subsequent installment shall be accompanied by the following documents:
  - a) Utilization Certificate of the previous installment and an up to date consolidated statement of actual expenditure incurred.
  - b) Inspection Report by the state administration giving the details of Ujjawala scheme with the details of beneficiaries.
  - c) *The implementing agencies are required to furnish half yearly statement of expenditure certified by CA, Utilization Certificate, Physical Progress Report and other necessary documents to the Ministry of Women and Child Development.*

#### **L Release of grant by the Central Government**

**The Central Government (Ministry of Women & Child Development) will provide 100 percent funding as Grant-in-aid to the implementing agencies.**

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



*without prior sanction of the Government of India should the organization/institution cease to exist at any time such properties shall revert to the Government of India.*

- iii. If the Ministry require clarification of any point not contained in the Application the institution/agency shall supply it within the time specified by the Ministry failing which the Application will not be considered.*
- iv. Any unspent portion of the grant shall be refunded to the Government of India immediately.*
- v. The sanctioned project shall be reviewed after three years of implementation. Further continuation of the projects will be decided on the basis of the review.*
- vi. Guidelines for activities have been formulated. The implementing agency may kindly follow these while implementing the scheme.*
- vii. The implementing agencies may seek assistance for all the components as mentioned above. However, assistance can also be sought only for a few components provided that other facilities are available to assist the women and children in difficult circumstances.*

#### **M. Non adherence of Schematic norms and other violations**

- (i) All assets created out of Government grant shall revert to the Government of India or the amount involved would be recovered as arrears of land revenue from the implementing agency. Besides criminal action under relevant laws will be taken, if warranted.
- (ii) In addition to this, in the case of any misappropriation of funds by civil society groups/public trusts/cooperatives/corporate bodies, the State Government would initiate criminal proceedings by lodging an FIR against the defaulting implementing agency, and take strict legal action in order to recover the grant with a penal rate of interest as agreed in the bond to be furnished before the release of grant.
- (iii) The Government of India through the Ministry or State Departments may be entitled to take over the Ujjawala project assets created with the grant provided under the Scheme, if the implementing agency mis-utilizes the financial assistance or wrongly uses the Ujjawala project building for any other purpose.
- (iv) Major violation of provisions of the Scheme like falsification of records, unlawful activities including sexual, mental and physical harassment of inmates by the members of management and staff will result in stoppage of grant and black listing of the implementing agency without prejudice to criminal action

#### **N. Transitional Provisions:**

- (i) All existing Ujjawala projects functioning on the date the new guidelines come

into force shall operate as per the new guidelines. The State Governments/ UT administrations may assess the need and functioning of these projects and take action for further continuance or otherwise.

- (ii) Liabilities committed prior to introduction of new guidelines shall be calculated as per pre-revised norms and shall be reimbursed to the implementing agencies by the Ministry of Women and Child Development on the recommendation of State Governments/ UT administrations and on submission of requisite documents by the implementing agencies.

## **O. MONITORING OF THE SCHEME**

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

### **II. Monitoring at the State Level**

The Secretary in-charge of Social Welfare/Department of Women and Child Development in the State Government/UT Administration shall be the chairperson of the State Level/UT Administration Monitoring Committee for the Scheme. The other members of the Committee would be nominated by the Secretary. The Committee at the State Level / UT Administration shall meet at least twice a year and monitor the project.

- III.** *At the District level, a Task Force set up with District Collector/District Magistrate as Chairperson who will also be responsible for oversight, monitoring, coordinating review and course correction of the Ujjawala Scheme working across in that area.*

### **IV. Monitoring at the Central Level**

- a) The Division dealing with the Schemes shall monitor the scheme, co-opting a representative from the State Government whenever necessary.
- b) The Ministry may cause inspection of P&R Home/Half Way Home whenever necessary.
- c) The Central Government can incur expenditure not exceed 5% of annual outlay for monitoring and IEC activities out of which 3.5% for the Central level expenditure and 1.5% for giving non-recurring GIA to Implementing Agencies for installation of CCTV, computer and accessories to enable effective monitoring of the Ujjawala Homes by the Ministry.

## **ANNEXURES**

### **ANNEXURE-I APPLICATION FORM FOR THE AGENCY**

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

### **ANNEXURE-II**

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

### **ANNEXURE-III**

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

**APPLICATION FORM**

**Note:1.** The application should be submitted to the State Government concerned or the Officer authorized by the State Government concerned.

**Part-A: FOR THE AGENCY (Details)**

1. Name and full postal address of the

Head-office of the agency (IN BLOCK LETTERS):

District (IN BLOCK LETTERS): State (IN BLOCK LETTERS): Pin Code:

2. Telephone No. with STD code:

3. Fax No:

4. E-mail:

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

6. Objectives of the Organization:

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

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

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

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

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

Name of activity and year	Coverage	Expenditure	Men	Women	Children

12. Summary of financial status of the agency in the last 3years

(Rs. In lakhs)

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

13. Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last3years:

(Rs. In lakhs)

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

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

Country	Agency	Purpose	Amount

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

15. Details of office bearers of the agency:

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

16. Details of employees of the agency:

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

17. Details of Managing Committee members of the agency:

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

## **Part-B: THE PROPOSAL**

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

### **1. COMPONENT—PREVENTION**

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

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

#### **1.1 Sensitization/Training Workshops/Seminars for Enforcement agencies and communities. (Minimum two Training will be held)**

- a. Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification or choosing the project area.
- b. Number of Sensitization workshops/seminars proposed
- c. Duration
- d. Objective of the proposed workshops/seminars
- e. Target group
- f. Number of participants
- g. Methodology that would be adopted to conduct for Sensitization/Training, workshop
- h. Activities proposed to be undertaken with the Communities and Enforcement agencies. Provide justification on how these activities will prevent trafficking.

#### **1.2 Awareness generation through mass media, audio visuals, digital Communication and Social media. (The Programme will be run throughout the year)**

- a. Name of the State.
- b. Name of the District.

- c. Names of Blocks/Villages where the activity is proposed to be undertaken. Provide justification for choosing the project area.
- d. Total Number of activities proposed

### **1.3 Development and printing of awareness generation material such as pamphlets, audio visual, leaflets and posters**

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

## **2. COMPONENT RESCUE**

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

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

### **2.1 Information gathering (methodology proposed for gathering information)**

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

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

## **3. COMPONENT REHABILITATION**

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



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

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

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

District:

Block:

Pin Code:

Telephone No. with STD code;

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

iii. Accommodation available for the Shelter:

No. of rooms  
 Total Area (Sq. feet) Kitchen  
 No. of Toilet  
 No. of Bathrooms  
 Store  
 Verandah Recreation Hall  
 OpenSpace  
 Training Hall  
 Office space

iv. Is it rent- free accommodation:

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

vi. Number of Beneficiaries

Women		Trafficked Children (Below18 years)	
Number of Women	Number of Women with Children	Male	Female

b. Staff

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

- c. Furniture, Utensils, Linen etc.(Non-Recurring)
- d. Electricity and water

### **3.2 Basic amenities**

- a. Food
- b. Personal

### **3.3 Medical Care**

### **3.4 Legal Aid**

### **3.5 Administrative Support**

### **3.6 Education**

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

## **4. COMPONENTRE-INTEGRATION**

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

### **4.1 Setting of Half-Way Home**

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

District:

Block:

Pin Code:

Telephone No. with STD code;

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

iii. Accommodation available for the Half Way Home:

No. of rooms

Total Area (Sq. feet) Kitchen

No. of Toilet/Bathrooms

Verandah

iv. Is it rent-free accommodation:

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

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

#### **4.2 Restoration to Families**

a. Details

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

b. Seed Money

c. Transport for victim and escort

d. Networking/Follow-up

#### **5. COMPONENT REPATRIATION**

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

repatriation activity being carried out by the agency.

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

**5.2 Repatriation to country of origin**

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

**5.3 Setting-up of Transit Centers**

- a. Location of the Transit Centre: District:

Block:

Pin Code:

Telephone No. with STD code;

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

Date:

Signature of Secretary/President of the organization

**Part-C: LIST OF DOCUMENTS TO BE ENCLOSED:**

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

**PART-A: PROFORMA FOR PRE-SANCTION APPRAISAL REPORT**

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

1. Name and Designation:
2. Full Address of the Inspecting Officer
3. Date and time of visit:
4. Name and Full postal address of agency:
5. Is a name board prominently displayed by the agency?
6. Have you inspected the original Registration Certificate of the agency and is it satisfactory?
7. Are any managing Committee Members related to each other? If yes, names of members and their Relationship.
8. Are the office bearers of the agency associated with any other agency? If yes, names of the agency(s).
9. Does the agency have staff as mentioned in the application form? If not, please Indicate the short fall.
10. Are copies of the audited accounts submitted by the agency true copies of the original?
11. What is the present bank balance of the agency.

12. Whether credit entries are available in the passbook for various income of the agency mentioned in the audited Accounts? If yes, what amount has been credited in the passbook for the following income?

Year

Donations:

Members Contribution:

Sale of goods:

Income from activities:

Grants:

Loans from members:

13. Do you have reason to do the believe that the entries in the Audited Accounts are not genuine? Please elaborate.

14. Name the activities taken up by the agency for which evidence was available.

15. Is there any ongoing activity of the agency? If yes, please visit some of and report on performance.

16. Name the activities included in the Audited accounts and annual report for which no evidence was available.

17. Name the assets included in the Balance Sheet but not available for physical verification.

18. Are the local people aware of the agency and its activities?

19. What is the opinion of local people about the agency?

20. Have you come across any instance of mis-utilisation of funds or complaint involving the agency? If yes, please give details.

21. In your opinion, is the agency capable of implementing the project applied for? Please give reasons.

22. In your opinion, is there genuine need for the project in the proposed project area? Please give reasons.

23. As the agency furnished details of beneficiaries proposed to be covered? If yes, please visit a few of them and furnish the following information:

Name of Beneficiary.

Whether genuinely in need of assistance under the project.

24. Any other information about the agency.

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

(SIGNATURE)

NAME:

DATE :

(OFFICSEAL)



## PART-B: RECOMMENDATION BY STATE GOVERNMENT

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

(Signature)

Name:

Designation:

Date:

(OFFICE SEAL)

**PART-A: UTILISATION CERTIFICATE**

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

(CHARTERED ACCOUNTANT)  
(SEAL)

## **Part-B: Guidelines for Chartered Accountants/Government Auditors**

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

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

**CLASSIFICATION OF CITIES/TOWNS FOR THE PURPOSE OF ADMITTING RENT  
UNDER SWADHAR GREH SCHEME**

S.No.	States	Cities Classified as "A"	Cities Classified as "B"
1.	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Visakhapatnam(UA),
2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chhattisgarh		Durg-Bhilai Nagar(UA), Raipur(UA)
6.	Delhi	Delhi (UA)	
7.	Gujarat		Ahmedabad(UA),Rajkot(UA), Jamnagar(UA),Bhavnagar(UA), Vadodara(UA),Surat(UA)
8.	Haryana		Faridabad
9.	Jammu & Kashmir		Srinagar(UA),
10.	Jharkhand		Jamshedpur(UA), Dhanbad(UA), Ranchi(UA)
11.	Karnataka	Bangalore (UA)	Belgaum (UA), Hubli-Dharwad, Magalore(UA), Mysore(UA).
12.	Kerala		Kozhikode(UA), Kochi(UA),
13.	Madhya Pradesh		Gwalior(UA), Indore(UA), Bhopal (UA), Jabalpur(UA)
14.	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nashik(UA), Bhiwandi(UA), Pune(UA),
15.	Orissa		Cuttack(UA), Bhubaneswar(UA)
16.	Punjab		Amritsar(UA), Jalandhar(UA), Ludhiana
17.	Pondicherry		Pondicherry(UA)
18.	Rajasthan		Bikaner, Jaipur, Jodhpur(UA), Kota(UA)
19.	Tamil Nadu	Chennai (UA)	Salem(UA), Tiruppur(UA), Coimbatore(UA), Tiruchirappalli(UA), Madurai(UA)
20.	Uttarakhand		Dehradun(UA)
21.	Uttar Pradesh		Moradabad, Meerut(UA), Ghaziabad , Aligarh, Agra(UA), Bareilly(UA), Lucknow(UA), Kanpur(UA), Allahabad(UA), Gorakhpur, Varanasi(UA).
22.	West Bengal	Kolkata (UA)	Asansol(UA)

\*U (Urban)

Note : The remaining cities/towns/places in various States/UTs which are not covered by classification as "A" or "B" are classified as "C" for the purpose.