

## **Short Stay Home For Women and Girls (SSH)**

### **Introduction**

The need for providing short stay homes for women and girls in difficulties is increasingly being realised. The changing pattern of life, the rapid urbanisation and industrialisation and the resulting migration from rural to urban areas, the spread of education among women and the resulting problems of adjustment for the first generation literates, the rising cost of living and the need for women members of the family to make an independent earning, creates problems which many of the women and girls do not find themselves adequately equipped to face. The break-up of social institutions like the joint family contributes considerably in creating problems of adjustment for women and young girls. Cases of marital conflict and emotional disturbance occur. They require help and guidance to regain confidence in themselves to meet the situation and to require skills to become self-reliant and to develop relationships with people that could help in the re-establishment of their status in society. For meeting the situation, institutional services where counselling and guidance, medical and psychiatric check-up and treatment, facilities of development of skills and relationships are provided could prove useful. The effort has to be to help the women to rehabilitate themselves within a short period of time. In this line of thinking, short stay homes were established a decade ago through voluntary organisations. An evaluative study was conducted recently to assess the impact of Institutional programmes on residents and discharged residents. It appears from the Study that the scheme has considerably helped the girls and women facing crisis in their lives.

### **Admission Policy and Procedure**

The admission policy and procedure for the admission of the women in such homes is the most vital aspect of the service to be offered. The admission policy should categorise the women who should be accorded priority in admission. The scheme should focus on women and girls belonging to the disadvantaged and under-privileged groups.

A system of case records of each resident should be maintained for proper follow-up. When women either come to such homes on their own or are referred by others for help, the first important step is to know their social background, the cause of their unhappiness and the problem of adjustment they are facing. A specialised interview and social case work service have to be developed by the social worker in charge of the new entrant to decide whether the facilities available at the institution could be of help to the applicants or whether other institutions could be of more use to them.

These homes are meant primarily for those women and girls who are either exposed to moral danger or are victims of family discord and the resulting strain of

relationship or emotional disturbances. These Homes should not be equated with destitute homes or orphanages or homes for the aged and in firm.

The first series of interviews by the social worker and the primary stage diagnosis of the problem are most vital in deciding the rehabilitation programmes for the applicants. If on diagnosis it is found that facilities provided at the Institute are suited to meet the problem, the applicant may be admitted and provided services for her rehabilitation. If it is found that the services offered at the Institute would not meet the problem of the applicant, she should be referred to other suitable institutions in the community.

In case a girl comes for shelter on her own without any reference, information about her admission should be sent to the nearest Police Station.

A medical check up of every resident will be necessary, within three days of her admission. This can be done by the part-time doctor and a proper report should be kept on record. Cases needing urgent medical attention should be referred to hospitals.

Blood test for V.D.R.L. will be strongly advisable. Vaccination and inoculation for contagious and infectious diseases may also have to be done.

If the resident brings any valuables with her (gold, silver, jewellery etc.) the details will be entered in a register meant for the Purpose and Counter signed by the Superintendent and the resident. The valuables will be kept in safe custody and handed over to the resident when she leaves the Institution.

### **Treatment at the Institute**

After granting admission to the Institute when the interview and diagnosis are completed (this may take time up to one month), the women is to be given the required treatment, which would include medical care, psychiatric treatment, casework services, occupational and diversional therapy, social facilities of adjustment, educational, vocational, recreational and Cultural activities etc., according to individual requirements. Formal, non-formal and adult education programmes should be evolved in the institutes depending upon the needs of the residents. The vocational training programmes in the homes should have linkage with the training facilities available in other organisations outside the homes. The various vocational training programmes implemented by the Government may also be availed of. There should be facilities for organised recreation and group activities. Indoor and outdoor games should be provided, Girls should be taken out for cultural shows, outings, movies, picnics, exhibitions etc at least once a month. Prolonged stay should be discouraged. The period of stay should readily extend from 6 months to 3 years.

4. There should be proper follow-up studies on discharged residents to ensure a smooth re-integration into the community and the family. It is also necessary to establish linkages with after care institutions run by the State Governments and other voluntary organisations.

5. Out of the total capacity of accommodation 5 to 10 seats will be kept reserved for such deserving women (with children if necessary) who would come to the city or district for legal matters. Alternately 5 to 10 seats may be increased in existing Short Stay Home for these special category of cases, A worker may be appointed who will deal with their cases and escort them to the court.

6. Public awareness should be created for the rehabilitation of women discharged from these homes. The Institution should have a proper and effective follow-up programme and case records should consist of follow-up notes at least for five years after discharge. For this purpose, the voluntary organisations running these homes should make earnest efforts to find suitable individual placement as Well as to educate people regarding the objectives of the homes. The mass Communication media should be utilised for this Purpose. Community leaders should be involved in the working of these homes through the managing committees. A Home Committee should also be set up for each institution separately representing Government and non-Government agencies to review every case after three months and decide on the continuation of the stay of the resident in the Home. A representative of the Director of Social Welfare in the State should invariably be associated with the Home Committee. The Home Committee may consist of the following :

(1) Superintendent

(2) An Official of the Director

(3) Social Case Worker

(4) Psychologist

(5) Prominent Social Worker/Voluntary organisation of the area

(6) Medical Officer

Festivals pertaining to all religions should be celebrated besides Republic Day and Independence Day and the birthdays of the girls.

The residents should be allowed to meet visitors which include parents/guardians/close relatives. The list of visitors will be scrutinized by the Superintendent/Case Worker. Visitors will be allowed on sundays from 4 p.m. to 6 p.m.

Those women and girls whose parents or close relatives are alive, will be granted 15 (lays leave during the year, in case they so desire. A proper leave application with the address of the place to be visited will be filled before the resident leaves the Institution and this will be placed on record.

### **Definition of Voluntary Organisations**

For the purpose of this scheme, a Voluntary organisation is :

(a) an institution or an organisation registered under the Societies Registration Act. 1 860 (Act. XXI of 1860).

(b) a public trust registered under any law for the time being in force.



## **Type or Voluntary Organisation Eligible for Assistance**

Financial assistance under the scheme may be given to institutions/ organisations with experience in running Social Defence Programmes. Preference will be given to voluntary organisations that already have Sufficient infrastructure to run the homes.

In order to be eligible for assistance Under this scheme, a voluntary Organisation should satisfy the following conditions :

- (i) It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written.
- (ii) Its financial position should be Sound.
- (iii) It should have facilities, resources, experience and personnel to initiate the scheme for which assistance is sought.
- iv. It should not be run for profit to any individual Or a body of individuals.

## **Categories of women/Girls/Children to be Benefitted**

- (i) Those who are being forced into prostitution.
- (ii) Those who, as a result of family tension or discord, are made to leave their homes without any means of subsistence and have no social protection from exploitation and/ or facing litigation on account of marital disputes.
- (iii) Those who have been sexually assaulted and are facing the problem of re-adjustment in the family or society.
- (iv) Victims of mental mal-adjustment, emotional disturbances and social ostracism.
- (v) Those who escape from their homes due to family problems, mental/physical torture and need shelter, psychiatric treatment and counselling for their rehabilitation and re-adjustment in family/ society.
- (vi) Girls between the age group of 15 to 35 years should be given preference.
- (vii) Children accompanying the mother or born in the Institution may be permitted to, stay in the Home only up to the age of 7 years, after which they may be transferred to children's institutions or provided foster care facilities.

## **Number of Residents in a Short Stay Home**

The Home should have an average of 30 residents at a time with facilities for a minimum of 20 and a maximum of 40 resident. Efforts have to be made, however, to give individual attention and treatment to each case. The number of residents therefore, should be controlled by this very vital overriding clause.

In case the number of residents exceeds forty, the voluntary organisation should ask for another Short Stay Home. This should be done only if this situation is likely to continue in future. Such expansion Would, however, be subject to

availability of funds with the Government and satisfactory performance by the Institution.

The women facing court proceedings may be afforded all help, A case worker can escort them to court and help them with their cases. Their conveyance and other essential charges such as Court fee, stamp duty and other incidental charges like typing charge (including stationary)etc., which is absolutely necessary may be met by the Institution. A part from financial assistance, police protection should be arranged if necessary particularly during their journey to the court and back. This arrangement may not be needed for all cases, but for some cases police protection will be very much needed.

### **Staffing Pattern and Salaries etc.**

#### **(a) THE COMPOSITION OF THE STAFF**

The staff for a Home should consist of a social case worker incharge of the admission, a part-time medical officer, apart- time clinical psychologist, a vocational and craft teacher, a Superintendent-cum-Warden, a Clerk-cum-Accountant, a Chowkidar and a Peon.

The post of Superintendent will be residential. The case workers-Superintendent should be a lady preferably a trained social worker.

The administrative control of the Institution will rest in the Superintendent, guided by the Short Stay Home Managing Committee. She will check the accounts, stores etc., periodically, She will also give counselling and case work services to the residents.

The Managing Committee will consist of the following

1. Superintendent
2. Case Worker
3. Psychiatrist
4. Representative of the Director (if Social Welfare)

The case worker will be responsible for maintaining case register, and case files. The clinical psychologist will provide counselling, guidance and family life education to the residents. Keeping liaison with the Home and family of the resident will also be done by the case worker and the clinical psychologist.

The Home will make maximum use of the existing community resources like Training Centres, Community Resources, Employment Bureau, Recreation Clubs, Hospitals, Dispensaries etc, in ensuring the proper running of the Institution and rehabilitation of the residents. Assistance of the Central Social Welfare Board or the Ministry can be sought to set up a Training- cum-Production Centre for the benefit of not only the residents but also the poor residents of the locality. Vocational Guidance Programme for which the State Social Welfare Advisory Board gives financial assistance should also be introduced in the Institution.

During the training period if the girls/women start earning, savings accounts should be opened in a national Bank in their names in order to enable them to have some funds of their own, when discharged from the Institution.

The details of staff's qualifications/salaries etc., are given below :

<b>Designation</b>	<b>Qualification</b>	<b>Monthly Salary</b>	<b>Annual Expenditure</b>
Superintendent-cum-Warden	Experienced Social Worker	Rs. 800/-	Rs. 91,600/-
Social Case Worker	Post Graduate in Social Work. Experience of two years in the field	Rs. 1000/-	Rs. 12,000/-
Psychiatrist			
Medical Doctor(Part-time)	M. B. B. S.	Rs. 500/-	Rs. 6,000/-
Clinical Psychologist (Part-time)	M.A.(Psychology) or M.A. in Social Work with Diploma in Counselling	Rs. 500/-	Rs. 6,000/-
Vocational and Craft Teacher	Diploma in respective trade	Rs. 800/-	Rs 9600/-
Clerk (typing, accounting and store keeper)	Higher Secondary, Matric with Knowledge of typing, account keeping etc.	Rs. 600/-	Rs. 7,200/-
Chowkidar	Middle School	Rs. 350/-	Rs. 4200/-
Peon	Middle School	Rs. 350/-	Rs. 4200/-
Total		Rs. 4900/-	Rs. 58800/-

**(b) OTHER RECURRING COST ITEMS OF THE INSTITUTE  
(Per Year)**

Rent of the building	
Rs. 3,000/- p.m. for 'A' class cities	Rs. 36,000
Rs. 2,500/- p.m. for 'B' class cities	Rs. 30,000
Rs. 1,500/- p.m. for 'C' class cities and other cities	Rs. 18,000
Office contingency and purchase of Craft Material	Rs. 10,000
Medical Expenses	Rs. 3,000/-
Maintenance of 40 residents (Rs. 150/- p.m. per resident)	Rs. 90,000/-
Rehabilitation Expenses	Rs. 75,000/-
<b>Total</b>	<b>Rs. 1,87,300/-</b>
<b>(c) NON-RECURRING COST ITEMS</b>	
(To be sanctioned once only) (Office furniture, beds, bedding, sewing machines and other items and permanent use by the residents)	Rs. 25,000/-
<b>Grand Total</b>	<b>Rs. 2,12,300/-</b>

**Location of Short Stay Home**

The location of the Short Stay Home with its postal address and the name of the person in charge should in variably be intimated to the Government as soon as it is started. The Home should not be shifted without the prior approval of the Government.

X. The Government's assistance will be provided as mentioned in para XII.VIII above for running a Short Stay Home (100% of the expenditure). While spending the grant sanctioned by the Government under this Scheme, the Voluntary organisation should not exceed the maximum limit prescribed Under the scheme on the admissible items of expenditure. The voluntary Organisation may, if found necessary make necessary and suitable changes in phasing their own budget Subject, however, to the condition that the maintenance charges should not be decreased.



The Government assistance should not result in too much dependence on the part of the voluntary institutions on such help and the efforts of the Voluntary sector should be to utilise the Government assistance for raising other resources for widening the scope of the programme with increasing voluntary contributions. This is desirable in order to provide the best possible services and assistance Under the scheme with the resources of Voluntary organisations supplementing the Government's grant.

### **Procedure for Submission of Application**

Applications will be received through State Government and with their recommendations. It will however be open to the Central Government to entertain an application direct from an institution/organisation of an All India character.

The application for grant-in-aid for a particular year should ordinarily reach the Department by the 30th September of that year. That is, for 1986-87, the applications should be Submitted by September 30,1986. Applications received after this date will also be considered subject to availability of funds.

Applications should be made in the prescribed form (enclosed) to the State Government/U.T. Admn. concerned. An Advance copy may be furnished to the Department of Women & Child Development, Ministry of Human Resource Development, Govt.of India.

The State Government will scrutinize the application and forward it with such recommendations as it may deem fit in the prescribed form. The Govt. of India after awaiting recommendations of the State Govt. for a period of three months may have enquiries made through the Institutions/Organisation and take a decision. Each application should be accompanied by the documents mentioned in para 14 of the prescribed form (enclosed) at Annexure II.

### **Conditions for Grants**

Recurring grant will be released in two instalments of Rs. 93,650/- and Rs. 93,650/- respectively, subject to cent percent utilisation of previous grant as per schematic pattern. Non-incurring grant will be sanctioned only once at the time of starting a new Short Stay Home.

The first instalment for a new Home should be released immediately after the Home has been sanctioned. The second and third instalments shall be released only after receipt of the audited unaudited accounts and the progress reports of the previous period. In the following financial years the first instalment shall be released in the same manner. The second instalment in the second and Subsequent years will, however , sanctioned only after receiving the accounts audited by Chartered Accountants or Government auditors alongwith Utilisation Certificate in the prescribed form (Annexure I) certified by Chartered Accountant/Govt. Auditor. This should be accompanied by a Progress Report in the prescribed form. The

voluntary organisations should get their final accounts prepared in such a manner as to reflect the expenditure as per the prescribed pattern.

A separate note for the guidance of the Chartered Accountants/Government Auditors is also enclosed which should be made available to them along with a copy of scheme before the utilisation certificates are given in respect of Government grant.

An institution/organisation in receipt of financial assistance shall be open to inspection by an officer of the Department of Women and Child Development, Ministry of Human Resource Development/Central/State Social Welfare Board or the State Social Welfare Department.

The accounts of the scheme shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to attest check by the Comptroller and Auditor General of India at his discretion.

The Institution/organisation shall maintain a record of all assets acquired wholly or substantially out of Government Grant such assets shall not be disposed of encumbered or utilised for purposes other than those for which grants were given without prior sanction of the Government of India, Should the institution /organisation cease to exist at any time, such properties will revert to the Government of India or disposed of in accordance with the orders may be given by the Government of India.

When the State Government/Government of India have reasons to believe that the sanctioned money is not being utilised for approved purpose the payment of grant may be stopped and the earlier grants recovered.

The institution must exercise reasonable economy in the work of the approved scheme. The institution must be open to all citizens of India without distinction of religion race, caste or language. The grantee institution organisation shall furnish to the Department of Women and Child Development, Ministry of Human Resource Development, progress reports of the scheme as aforesaid indicating in detail both the physical achievements and position of expenditure on the approved items.

If the Department of Women and Child Development, Ministry of Human Resource Development require clarification(in any point not contained in the statements the Institution shall supply it within the time specified by the Department of Women and considered.

The grantee institution will confirm in writing that the conditions contained in the grant-in-aid rules are acceptable to it and will execute a bond in favour of the President of India to the effect that it will abide by the terms and conditions attached to the grant and that in case it fails to abide by the same it will refund to

the Government total grant-in-aid sanctioned to it for this purpose with interest thereon.

The implementing agency will ensure that adequate representation is given to the members of SC/ST in the employment generated through Government grants and submit a report of the effect.

Voluntary organisation may use their discretion for making Internal adjustments on various items prescribed subject however to the maximum amount permissible and further provided that the maintenance expenditure of Rs. 250/- p.m. per resident is not decreased.

### **Termination of Grant**

If the Ministry is not satisfied with the progress of the scheme, or if it finds that these rules are being violated, it reserves the right to terminate the grant-in-aid.

### **UTILISATION CERTIFICATE**

I have verified the accounts of (name of grantee organisation) in respect of the grant of Rs. \_\_\_\_\_ released by the Department of Women and Child Development vide Department's sanction No. \_\_\_\_\_ Dated \_\_\_\_\_ for for the \_\_\_\_\_ (name of scheme) period with the help of the vouchers and certify that they are correct anti that an amount of Rs. \_\_\_\_\_ has been utilised upto for the purpose for which it was sanctioned.

(CHARTERED ACCOUNTANT)

### **Ministry of Human Resource Development**

**Department of Women and Child Development, New Delhi**

**(to be submitted in duplicate)**

### **Scheme of Short Stay Home for Women and Girls**

### **APPLICATION FORM**

(Note : Application received in an incomplete form will not be entertained).

#### **Part - I**

(TO BE COMPLETED BY THE APPLICANT)

1. Name of the Institution/Organisation.
2. Objectives of the Institution/Organisation.
3. Brief history of the Institution/Organisation and of its objects and activities,
4. Whether recognised by the State Government.
5. Whether registered under Indian Societies Registration Act (Act XXI of 1860).  
If so, give the number and date of registration.
6. Whether the Institution/Organisation of all India character :  
If so, give the nature of its all India character.
7. Whether located in its own/rented building.

8. Whether the project is likely to be assisted by some other official or (non-official Source).

If so, give detail thereof.

9. Justification for the project indicating its important features which entitle it to central assistance.

10. Total estimates expenditure on the Short Stay Home for one year :

(i) Non-recurring .... Rs.

(ii) Recurring Rs.

(b) Period for which recurring assistance is required.

11. Amount of grant requested Estimated Expenditure :

(i) Non-recurring Rs.

(ii) Recurring Rs.

(b) Period for which recurring assistance is required.

12. Is accommodation available for running the Short Stay Home or temporary shelter is proposed to be improvised ?

Proposed location of Short Stay Home with full address.

13. Whether the institution is in a position to meet excess expenditure ? If so, indicate the Sources.

14. List of papers/statements to be attached (in duplicate)

(a) Prospects or a note giving aims and objects of the Institution/Organisation.

(b) Constitution of the Institution/Organisation.

(c) Constitution of the Board of Management with brief particulars of each member.

(d) Latest available annual report.

(e) Audited accounts for the last two years along with a copy of the certified balance sheet for the previous year.

(f) A statement giving details (year, purpose, amount etc.) of assistance received during the last two years from the Central/State Governments. Central Social Welfare Board.

Local Bodies or any other quasi-Government institutions including requests made thereof to any of those or any other organisation for the project under consideration or for any other project.

(g) statement giving item-wise and year-wise of estimated recurring & non-recurring expenditure on the proposed project.

15. List of additional papers, if any.

16. Additional information, if any.

17. Does the Institution/Organisation work for profit to any individual on body of individuals ?

Signature of Secretary/President

**PART-II\*\***

(To be filled by the State Government in respect of State level or local organisations)

### **RECOMMENDATIONS OF THE STATE GOVERNMENT**

The application from..... (institution/organisation) is forwarded duly recommended to the Department of Women and Child Development. Government of India with the following comments.

- (i) That a Senior Officer of the Department has visited the institution/ organisation and a copy to the report is attached has not visited the institution/ organisation.
- (ii) That the institution/organisation is recognised and/or registered (under Indian Societies Registration Act. 1860).
- (iii) That the application has been examined and that it is found to be covered under the scheme.
- (iv) That the scheme for which the application is being recommended is absolutely essential for women and girls in moral danger.
- (v) That the work of the institution/ organisation has been reported (wherever such reporting is necessary) as satisfactory during the last two year by the inspectorate.
- (vi) That the institution/organisation is not run for profit to any individual or a body of individuals.
- (vii) That assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.

1. The State Government recommend that the following grants may be given by the Department of Women and Child Department.

Item Recurring Non-recurring

Rs. Rs.

Signature

Designation

Office Stamp

**\*\*Part II is not required to be filled in respect of the applications of all India organisations who may send their proposal to the Department of Women and Child Development, Ministry of Human Resource Development.**

### **PROFORMA FOR PROGRESS REPORT**

#### **Period of Report**

- (i) No. of Inmates admitted during the period under report and sources from which received.
- (ii) Whether for the period under report any member has been discharged/rehabilitated/ readjusted in her family.
- (iii) Whether the Short Stay Home has been inspected by any official of the State/Central Government. If so, the improvements etc. suggested and action taken.

- (iv) Whether the account of Government grant are being maintained Separately.
- (v) Whether all the posts are filled as provided to the scheme. Details of posts lying vacant and the reasons for the same.
- (vi) Whether there is regular inflow of women/girls for availing the facilities.
- (vii) If not, what efforts have been made for maintaining the desired strength of the Home and with what results. Whether the Institution is making efforts for providing supplementary financial contribution for smooth running of the Rome in addition to Government grant. If so the details.
- (viii) Details about the type of training being imparted to inmates.

**(Guidelines for Chartered Accountants/Government Auditors)**

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

- (a) If the number of inmates in a Short Stay Home is below/or above the prescribed 30 (but in no case more the 50) the expenditure on their maintenance will vary accordingly at the prescribed rate.
- (b) Non-recurring expenditure will be sanctioned only once for a new Home. For existing Homes, no non-recurring expenditure will be sanctioned. Therefore, expenditure on purchase of furniture, equipment should not be allowed to be reflected in Accounts/Utilisation Certificates more than once.
- (c) In case of particular post has been lying vacant for specified period the salaries against that should not be claimed.
- (d) The Accounts for Department of Women and Child Development grants for Short Stay Home should be prepared separately. If this is not possible, the expenditure towards this scheme should be shown separately under the Head 'Short Stay Home'. As far as possible, only the expenditure incurred for the admissible items should be reflected clearly under each sub-heading incorporated in the schematic pattern.