



Government of West Bengal

Scheme of Shelter for Urban Homeless

*Department of
Women & Child Development
and Social Welfare*

Writers' Buildings, Kolkata - 700 001.

Scheme of shelter for Urban Homeless

NOTIFICATION

No. 2601-SW
JJA-13/11 (Part I)

Dated : 16th August, 2011

The Governor is pleased to make the following scheme, namely, the Scheme of Shelter for Urban Homeless -

1.1 Background

The Hon'ble Supreme Court of India has passed an order directing all State Governments to set up shelter for the urban homeless population. According to the order, all cities covered under **JNNURM** and having population of more than 5 lakhs should have homeless shelter with a capacity of 100 persons based on the norm of one Shelter for every one lakh population. Basic amenities could include mattress, bed roll, blanket, potable drinking water, functional latrines, first aid, primary health facilities, de-addiction and recreation facilities etc.

2.1 OBJECT

2.1.1 The Objectives of the Scheme are to :

- a) Encourage NGOs/CSOs/ Private Organisation to set up and run Shelters for the urban homeless by providing them necessary institutional and financial support.
- b) Ensure access of the urban homeless population to shelters with basic amenities to enable a life of dignity.
- c) Formulate structures and frame works for engagement of organisations and monitoring and evaluation of running of the shelters.

2.2 Target beneficiaries

2.2.1 For the purpose of this scheme and interventions of the State Govt. in the future for the cause of homeless people, the following definition of "homeless" shall be used.

The term "homeless" means such persons who :

- a) Do not have a home or settled place of stay, or
- b) Spend their nights in night shelters, transit homes, child homes for a short term stay, or
- c) Spend their nights sleeping in the place of work such as shops (including dhabas), factories, construction sites and offices etc. or
- d) Spend their nights in/on their means of livelihood such as hand/push carts, rickshaw etc. or
- e) Spend their nights in public places such as railway platforms, bus stands and places of worship etc., or
- f) Live in temporary structures including under plastic sheets on the road side or in the pavements.

2.2.2 Preference would be given to the extremely vulnerable homeless population group that has absolutely no kind of shelter - permanent or temporary and live in open air.

2.3 Different options for engagement of organisations

2.3.1 Type of Shelter :

- a) General Shelter, with segregation (to the extent possible between different categories of people i.e. men, women, children, physically handicapped, mentally challenged, people in substance abuse.

- b) Specialised Shelter for special categories of people, i.e. women, children, physically handicapped, mentally challenged, people involved in substance abuse.

It is important to note that in the case of specialized shelters, issues as transportation of the homeless families would crop up. Hence, emphasis would be given to set up more number of general shelters.

2.3.2

Options for land and building premises

Following are the different options for land and building premises to set up shelters.

- a) Land and building owned by the Govt. / Govt. agency / urban Local Body.
- b) Land and building owned by the NSO / CSO / Private Organisations.
- c) **Rental property**

In each of the above cases, there may be a requirement for renovating and refurbishing the building to make it suitable for running the Shelter.

2.3.3

Running the Shelter

The appointed organisation would be responsible for the daily operation and maintenance of the Shelter as per guidelines. All facilities as enumerated in the background at para 1.1 will have to be provided by the organization appointed for running the shelters.

2.4 Components of Financial Assistance

2.4.1 Financial assistance would be provided for setting up of and the operation and maintenance of homeless shelters. 25 sq. ft. area per person will be taken as norm for setting up the shelters. Therefore, a shelter for 100 people would have a floor area of 2,500 sq. ft. The Shelters would be set up in densely populated areas and the problem of space constraint is inevitable. Keeping this in mind, the shelters should have minimum floor area of 1,000 sq. ft. for 40 people. the norms of suitable vertical arrangements, such as bunks are to be made and the design of the Shelter as approved by Govt. of West Bengal

All calculations are based on 40 person capacity shelter having 1,000 sq. ft. floor area. In case of availability of more space or in case of further space constraints, the calculations could be modified as appropriate.

2.4.2 Capital / Non-recurring Expenditure

Sl. No.	Item	Option No.	Rate (Rs.)	Estimated Amount (Rs.)	Financial Support from Govt.
BUILDING					
1	Initial renovation / refurbishment of existing building	2.3.2 (a)	State PWD/ KMC Schedule	Depends on nature and extent of work. Estimates to be prepared / vetted by Govt. or Govt. appointed agency.	100% of the actual cost
Facilities in the Shelter					
2	Mattress, Bedding, Blanket, Pillow etc.	All	600/- per person	24, 000	100% of the actual cost
3	Furniture (chair, table, almirah and fan).	All	600/- per person	24, 000	100% of the actual cost
4	Recreation facilities (Table games, reading materials.)	All		24, 000	100% of the actual cost

2.4.3 Recurring Expenditure

Sl. No.	Item	Option No.	Rate per month (Rs.)	Estimated Amount (Rs.)	Financial Support from Govt.
1	Facilitation charges for arrangement of space	2.3.2 (b)&(c)	15,000	1,80,000	100% of the actual cost
Facilities					
2	First aid kit, postage, stationery, telephone, photocopier	All	1,000	12, 000	100% of the actual cost
3	Consumables cleaning material etc.	All	1,000	12, 000	100% of the actual cost
4	Referral services - health care	All	2,000	24, 000	100% of the actual cost
Manpower					
5	Salary of one Supervisor	All	7,000	84, 000	100% of the actual cost
6	Salary of three Security Persons	All	3x5000= 15,000	1,80, 000	100% of the actual cost
7	Regular cleaning and maintenance	All	3,000	36, 000	100% of the actual cost

2.4.4 Other expenditure for Specialised shelters :

Financial support would be provided for expenditure pertaining to creating facilities and rendering services in shelters for special categories of people. The amount of Government support in this regard would be decided after evaluation of the proposal submitted by the Organisation.

2.5 Eligibility criteria of Organisations that can apply under the Scheme

2.5.1 The following organisations can apply for assistance under the scheme :

- Reputed and established NGOs / CSOs. The Organisation should be registered under the Indian Registration Act, 1860 or any relevant State Act in West Bengal.

- b) Co-operation institutions, Neighbourhood Groups and Committees and Self Help Groups recognised by the State Government / Urban Local Administration.
 - c) Central / State Government agencies, Urban Local Bodies or parastatal agencies.
 - d) Private companies or associations as part of their Corporate Social Responsibilities. The Companies must be registered under the Indian Companies Act, 1956.
- 2.5.2** The Organisation should have previous experience of working in the field of welfare, uplift of urban poor, especially homeless people, for at least the last two years.
- 2.5.3** The Organisation should have constituted a governing body with clear corporate governance policies.
- 2.5.4** The Organisation should be financially stable. Basic financial records such as cash books, ledgers and audited financial statements should be available for the last three years.
- 2.5.5** The Organisation should have the manpower with requisite skills necessary to run the shelter. The Staff should be proficient in Bengali and Hindi.
- 2.5.6** The Organisation should not have any pending legal cases against it. It should not have indulged in any misconduct, fraud and / or misappropriation of fund in the past.
- 2.6** Procedure of submission of applications.
- 2.6.1** Govt. of West Bengal would bring out a list of available land and building owned by them where homeless shelters can be set up. The list would be put up in the portal of Govt. of West Bengal

<http://www.banglarmukh.com/> . It would be updated on a regular basis as and when inputs are received from other Departments.

2.6.2 Govt. of West Bengal would also put up the list of areas with maximum concentration of homeless population. Interested organisations may identify locations in and nearly such areas where homeless shelters may be set up.

2.6.3 Applications have to be submitted to the Deptt. of Women & Child Development and Social Welfare, Govt. of West Bengal in the prescribed forms to be available with nodal officer i.e. CV.

2.6.4 Govt. of West Bengal may also come up with specific proposal to set up and run homeless shelters at pre-identified locations.

2.7 Terms and conditions of release of grant

2.7.1 For initial renovation and refurbishment of an existing building (wherever applicable), the grant (as per para 2.4.2) would be released as per Govt. procedure.

a) The first installment would be released after the project is approved by Govt. of West Bengal and the building plan with necessary approvals from the local authorities is submitted to the designated authority.

b) The subsequent installments will be released when the organisation has spent the first installment. This is subject to satisfactory inspection by Govt. of West Bengal of the physical work in progress and statement of expenditure, certified by a chartered Accountant.

2.7.2 Grants for non-recurring expenditure pertaining to arranging different facilities in the shelter as per section 2.4.2 would be released in one installment after the project is approved by Govt. of West Bengal.

2.7.3 Grants for recurring expenditure as per Section 2.4.3 would be released as per Govt. procedure. The first installment would be released after the project is approved by Govt. of West bengal. Subsequent installments will be released subject to satisfactory inspection by Govt. of West bengal of the operation and management of the shelter and the statement of expenditure, certified by Chartered Accountant.

2.8 Guideliness for implementing organizations.

2.8.1 Prior to making an application, the organization should ensure that the shelters are located in areas where the concentration of homeless population is maximum. The list of such areas will be released by Govt. of West Bengal and the Urban Local Body.

2.8.2 Preparation of proposal - The rates of construction or renovation / refurbishment or procurement of items or services that are to be adopted in the detailed financial estimates shall not be more than the Schedule of Rates of the PWD, Govt. of West Bengal and the Urban Local Body.

2.8.3 Once the proposal is accepted and the plan of setting up the shelter is approved, no change in the plan should be made. In case of any unavoidable circumstances, exceptions may be made after proper approval from Govt. of West Bengal.

2.8.4 The appointed organization shall have to execute a bond for an amount equal to the Government grant as per section 2.4.2, before the release of such grant. The bond shall allow Govt. of West bengal to recover the amount paid as grant with penal interest, in the event of the organization failing to comply with the conditions of the bond in relation to proper operation and management of the shelter.

2.8.5 The Shelter shall run on a non-profit basis.

2.8.6 In case of any violation of the provisions of the scheme or misuse of financial assistance, Govt. of West Bengal reserves the right to initialise criminal proceedings against the implementing organisations.

2.8.7 The implementing organisation shall, in consultation with Govt. of West Bengal, formulate an Admission Policy for admitting homeless people on daily basis.

2.8.8 The Shelter should accommodate homeless people with emphasis on the most vulnerable category - those living in open air. The period of stay of homeless people at the shelter would be determined on appraisal of thier needs on case to case basis by the Shelter Management Committee and this would be supervised by the City Level Monitoring and Supervision Committee as mentioned in Section 2.9.1 and 2.9.2.

2.8.9 Record Maintenance :

2.8.9.1 The implementing organisation shall lay emphasis on maintenance of records, such as :

a) A daily register recording details of homeless people residing in the shelter of any given day.

b) Financial details - revenue details (if any), and expenditure incurred under different cost heads along with supporting vouchers.

2.8.9.2 The implementing organisation should furnish any operational, financial and administrative information solicited by Govt. of West Bengal.

2.8.10 Revenue generating options - The implementing organisation may charge a nominal fee in the case of able bodied men using the shelter, subject to a policy decision by Govt. of West Bengal. In

such case, the revenue earned would be utilised to meet expenditure incurred in operation and maintenance of the Shelter and the same would be adjusted against the recurring expenses made by Govt. of West Bengal on operation and maintenance of the Shelter.

2.9 Monitoring and supervision :

2.9.1 To take care of day - to - day operation and management of the shelter, a shelter Management Committee should be formed that would comprise of the following :

- a) Local Councillor - Chairperson.
- b) Representative of the implementing Organisation - Member.
- c) Supervisor - Member.
- d) President of the Area Committee for Homeless people - Member.
- e) Two Volunteering senior residents (one male and one female) - Member.
- f) Two other representatives, such as Social activists, prominent citizens of the locality - members.
- g) Two inmates of the shelter - Temporary members by rotation.

2.9.2 A city level Monitoring Committee would be formed to oversee the running of all shelters in the city. The Committee would supervise the appraisal process of the needs of the homeless people and their period of stay at the shelter. It would look into the major issues faced in operation and maintenance of the shelter as raised by the Shelter Management Committee and other issues pertaining to finance, administration, revenue collected (if any), and expenditure incurred.

This Committee would comprise of the following :

- a) Director of Social Welfare, W.B. - Chairman.

- b) Municipal Commissioner, Municipal Corporation - Member or Representatives.
- c) Controller of Vagrancy - Nodal Officer and Member Convenor.

In addition it is decided that in order to prevent further unauthorised shelters from Public Roads within the Jurisdiction of KMC as well as other Urban Local Bodies, a Committee comprising of the representatives from K.M.C. as well as other Urban Local Bodies, Police and Local Administration would monitor it regularly and take effective measures.

2.9.3 The Department of Women and Child Development and Social Welfare, Govt. of West Bengal shall be the principal co-ordinating agency of the State level, for ensuring smooth implementation of the programme.

2.9.4 An empowered Committee for Homeless shelters would be constituted under the Chairmanship of the Chief Secretary, Govt. of West Bengal to oversee and co-ordinate the overall functioning of the Scheme.

2.9.5 This Notification is issued with the concurrence of the Finance Department Vide their U.O. No. Group E-169 dt. 05.07.2011 and approval of the Cabinet Memo No. 58 dt. 27.07.2011.

By order of the Governor

Sd/-

Rinchen Tempo

Principal Secretary

to the Govt. of West Bengal

Women & Child Development and Social Welfare Deptt.