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DO No. WW-23/1/2021-WW  
Dated, 14<sup>th</sup> July, 2022

Dear Administrative Secretary.

As you may be aware that the Government of India has launched 'Mission Shakti' – an integrated women empowerment programme as umbrella scheme for the safety, security and empowerment of women for implementation during the 15<sup>th</sup> Finance Commission period 2021-22 to 2025-26.

2. The components of Mission Shakti have been designed in such a way that it takes care of the women's need on life cycle continuum basis. Mission Shakti has two sub-schemes - 'Sambal' and 'Samarthya'. While the "Sambal" sub-scheme is for safety and security of women, the "Samarthya" sub-scheme is for empowerment of women. The components of 'Sambal' sub-scheme consist of erstwhile schemes of One Stop Centre (OSC), Women Helpline (WHL), Beti Bachao Beti Padhao (BBBP) with a new component of Nari Adalats – women's collectives to promote and facilitate alternative dispute resolution and gender justice in society and within families.

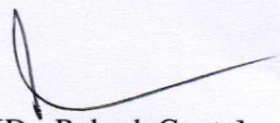
3. The components of 'Samarthya' sub scheme consists of erstwhile schemes of Ujjwala Homes, Swadhar Greh and Working Women Hostel, National Creche Scheme for children of working mothers and Pradhan Mantri Matru Vandana Yojana (PMMVY). It also consist Hubs at national, state and district levels for Empowerment of Women.

4. Now, the Competent Authority has approved the guidelines for 'Mission Shakti', which is attached with this letter. The norms of Mission Shakti will be applicable with effect from 01.04.2022.

5. I would, therefore, request you to prepare your financial proposal and plans for the year 2022-23 under Mission Shakti Scheme on the basis of financial norms of Guidelines. Detailed documents/ norms of Mission Shakti Scheme will also be available on the Ministry's Website, i.e., [wcd.nic.in](http://wcd.nic.in).

With warm regards.

Yours sincerely,

  
[Dr. Rakesh Gupta]

To,  
The Administrative Secretaries of Department of  
Women & Child Development / Social Welfare  
All State Governments / UT Administrations



सत्यमेव जयते



# ‘Mission Shakti’

(Integrated Women Empowerment Programme)

Umbrella Scheme for

Safety, Security and Empowerment of Women

**Ministry of Women and Child Development**

**Government of India New Delhi**

**Scheme Implementation Guidelines**

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## ABBREVIATIONS

<b>Sl. No.</b>	<b>Abbreviation</b>	<b>Full Form</b>
1	AHTUs	Anti-Human Trafficking Units
2	ANC	Ante Natal Check-up
3	ANM	Auxiliary Nurse Midwife
4	ASHA	Accredited Social Health Activists
5	AWCs	Anganwadi Centres
6	AWHs	Anganwadi Helpers
7	AWWs	Anganwadi Workers
8	BBBP	Beti Bachao Beti Padhao
9	CAS	Common Application Software
10	CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
11	CHC	Community Health Centre
12	CMO	Chief Medical Officer
13	CSC	Common Service Centre
14	CSOs	Civil Society Organizations
15	CWC	Child Welfare Committee
16	DBT	Direct Benefit Transfer
17	DDUGJY	DeenDayal Upadhyaya Gram Jyoti Yojana
18	DDU-NRLM	DeenDayal Upadhyaya Grameen Kaushalya Yojana - National Rural Livelihood Mission
19	DHEW	District Hub for Empowerment of Women
20	DLSA	District Legal Services Authority
21	DM	District Magistrate
22	DPO	District Program Officer
23	DSWO	District Social Welfare Officer
24	DYSP	Deputy Superintendent of Police
25	ERSS	Emergency Response Support System
26	EWR	Elected Women Representative
27	FIR	First Information Report
28	FTSCs	Fast Track Special Courts
29	GB	Gender Budgeting
30	GPs	Gram Panchayats
31	HEW	Hub for Empowerment of Women
32	HMC	Hostel Management Committee
33	ICDS	Integrated Child Development Scheme
34	JJ	Juvenile Justice
35	JSY	Janani Suraksha Yojana
36	KVK	Krishi Vigyan Kendras
37	LMP	Last Menstruation Period
38	MCP	Mother And Child Protection Card
39	MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
40	MIS	Management Information System
41	MPEW	Mission for Protection and Empowerment of Women
42	MPV	Mahila Police Volunteers

<b>Sl. No.</b>	<b>Abbreviation</b>	<b>Full Form</b>
43	MSK	Mahila Shakti Kendra
44	MSY	MatritvaSahyog Yojana
45	MWCD	Ministry of Women and Child Development
46	NALSA	National Legal Services Authority
47	NGOs	Non- Governmental Organizations
48	NHEW	National Hub for Empowerment of Women
49	NHRM	National Rural Health Mission
49	NSDC	National Skill Development Council
50	NULM	National Urban Livelihoods Mission
51	NYC	National Youth Corps
52	OSC	One Stop Centre
53	PCR	Police Control Room
54	PHC	Primary Health Centre
55	PMJAY	Pradhan Mantri Jan Aarogya Yojana
56	PMKVY	Pradhan Mantri Kaushal Vikas Yojana
58	PMMVY	Pradhan Mantri Matru Vandana Yojana
59	PMMY	Pradhan Mantri Mudra Yojna
60	PO	Protection Officer
61	PrO	Programme Officer
62	PPP	Public Private Partnership
63	PRIs	Panchayati Raj Institutions
64	PW&LM	Pregnant Women & Lactating Mothers
65	RSBY	RashtriyaSwasthyaBima Yojana
66	SDG-5	Sustainable Development Goal 5
67	SDM	Sub Divisional Magistrate
68	SHEW	State Hub for Empowerment of Women
69	SHO	Station House Officer
70	SIDBI	Small Industries Development Bank of India
71	SOP	Standard Operating Procedure
72	SP	Superintendent of Police
73	SRB	Sex Ratio at Birth
74	ULBs	Urban Local Bodies
75	UT	Union Territory
76	VHND	Village Health Nutrition Day
77	VHSNC	Village Health Sanitation & Nutrition Committee
78	WHDs	Women Help Desks
79	WHL	Universalisation of Women Helplines
80	WWH	Working Women Hostel

## 1 INTRODUCTION

The Constitution of India has granted equal rights to women and men in terms of freedom and opportunity. To enable a woman to be the author of her destiny and that of the Nation, a life cycle continuum approach has to be adopted that creates an ecosystem that addresses inherent biases and role-plays, protects and upholds the rights and dignity of women and equips them with necessary skill sets and instil confidence in them to forge their way ahead. To take the momentum gained so far forward to realize the vision of women welfare and gender equity, a comprehensive policy is required that addresses not only the gaps between policy advancements and the actual delivery of services at the community level but also removes the disparate development pattern in case of extremely marginalised and socially excluded women. Therefore, it is absolutely imperative to address existing challenges while taking care of emerging issues as the nation progresses.

The Central Government has enacted several legislations and implements various schemes for safety, security and improving the status of women including their economic empowerment. However, despite various affirmative steps, various parameters indicate that a lot still needs to be done for improving the status of women in society.

Thus, the need of the hour is to have a concerted effort in a mission mode to ensure gender equality and women's empowerment - giving rise to Mission Shakti. Mission Shakti aims at strengthening interventions that not only improve women safety and empowerment, but also tackle pervasive gender biases and discriminations. Inspired by the Constitutional commitment to Fundamental Rights and Directive Principles of State Policy (particularly the Right to Equality and Right against Exploitation), India's commitment to international treaties and conventions as well as the Sustainable Development Goals (SDGs), it seeks to make women economically empowered, exercising free choice over their minds and bodies in an atmosphere free from violence and threat. It also seeks to reduce the care burden on women and increase female labour force participation by promoting skill development, capacity building, financial literacy, access to micro-credit etc.

The Ministry of Women Child Development (MWCD) is the Nodal Ministry for holistic development of Women and Children. Being the nodal Ministry for the advancement of women and children, the Ministry formulates plans, policies and programmes; enacts/amends legislation, guides and coordinates the efforts of various stakeholders. Prior to

Mission Shakti, the Ministry was implementing various sub-schemes under Mission for Protection and Empowerment of Women (MPEW) viz., BetiBachaoBetiPadhao (BBBP), Mahila Shakti Kendra (MSK), SwadharGreh, Ujjawala, Working Women Hostel (WWH), Gender Budgeting, Research, Publication & Monitoring, Information and Mass Communication (Media), One Stop Centre (OSC), Universalisation of Women Helplines (WHL), Mahila Police Volunteers (MPV), etc. that aimed at protection and empowerment of women.

There were, however, issues in implementation of these sub-schemes, and the full potential of sub-schemes remained largely underutilized. The problems in implementation includes various organs working in silos with inadequate linkage with prevailing legal framework or local facilities available in districts; unevenly placed institutional mechanisms with lack of standardisation; lack of adequately trained staff, appropriate monitoring and convergence mechanisms, etc.

## 1.1 VISION AND MISSION

**‘Mission Shakti’** is a scheme in mission mode aimed at strengthening interventions for women safety, security and empowerment. It seeks to realise the Government’s commitment for ‘women-led development’ by addressing issues affecting women on a life-cycle continuum basis and by making them equal partners in nation-building through convergence and citizen-ownership. It seeks to focus on proposing strategies for improving convergence across Ministries/Departments and at different levels of governance. It also seeks to promote greater participation and support of Panchayats and other local level governance bodies, apart from strengthening digital infrastructure support, last mile tracking and Jan Sahabagita.

Mission Shakti has two sub-schemes - **‘Sambal’** and **‘Samarthya’**. In the **‘Sambal’** sub-scheme, which is for safety and security of women, the existing scheme of One Stop Centre (OSC), Women Helpline (WHL), BetiBachaoBetiPadhao (BBBP) have been included with modifications and a new component of Nari Adalat - women collective has been added.

In the **‘Samarthya’** sub scheme, which is for empowerment of women, existing schemes of Ujjawala, SwadharGreh and Working Women Hostel have been included with modifications. In addition, the existing schemes of National Creche Scheme and PMMVY under umbrella

ICDS have now been included in Samarthya. A new component of Gap Funding for Economic Empowerment has also been added in the Samarthya Scheme. The existing sub-schemes of Mahila Shakti Kendra (MSK) and Mahila Police Volunteers (MPV) have been discontinued.

These guidelines have been developed to support stakeholders and agencies who would be involved in implementing the Scheme, as well as State, district and grassroots level functionaries. It is intended to serve as a reference manual for officials at the National, State/Union Territory (UT) and District / grass root levels for policy guidance and monitoring. These guidelines list out the services to be provided under the Scheme and steps and processes/procedures for implementation. These guidelines also highlight the roles and responsibilities of various line departments. It provides indicative monitoring and reporting formats to be used at different levels. The guidelines may be modified based on the feedback received from States/UTs from time to time, as per requirements, to ensure proper implementation.

## 1.2 OBJECTIVE OF MISSION SHAKTI

The objective of the **Mission Shakti** is to provide to all women and girls including differently-abled, socially and economically marginalized and vulnerable groups, in need of care and protection, with short term and long-term services and information for their holistic development and empowerment.

The components under Mission Shakti have the broad objectives of either protecting or assisting women who are victims of violence or in difficult circumstances or for empowering women. The objectives of the Mission are as under:

- i. Provide immediate and comprehensive continuum of care, support and assistance to women affected by violence and for those in distress;
- ii. To put in place quality mechanisms for rescue, protection and rehabilitation of women in need of assistance and victims of crime and violence;
- iii. To improve accessibility to various government services available for women at various levels;



- iv. Making people aware about Government schemes and programmes as well as legal provisions to fight social evils like dowry, domestic violence, Sexual Harassment at Workplace and to promote gender equality etc.
- v. Capacity building and training of functionaries/ duty bearers under various schemes/ Legislations;
- vi. Collaboration with partner Ministries/ Departments/ States/ UTs for convergence of policies, programmes/ schemes and to create an enabling environment for public private partnership for safety and empowerment of women across sectors.
- vii. Create awareness among masses for inducing positive behavioural change towards women and girls.
- viii. To prevent gender-biased sex selective elimination; to ensure survival, protection, education and development of the girl child.

### 1.3 SERVICES & ACTIVITIES

The scheme will provide financial support for service delivery and for hiring of technical/ other required manpower for the initiatives for immediate and long-term care and support to the targeted women. The services include:

- i. **Emergency/ Immediate services & short-term care:** Putting in place mechanisms for providing a continuum of support and care for women affected by violence and women in distress through dedicated 24 hours helpline by a national toll-free number and integrated services such as temporary shelter, legal aid, psycho-social counselling, medical assistance, police facilitation and link them with existing services etc. through One Stop Centres.
- ii. **Institutional Care for long term support:** The long-term institutional care component, inter alia, includes taking care of the needs of women right from the conception stage till the time they need such care and support because of their physical, financial and sociological status due to various factors. The support system, inter-alia, includes financial support through direct benefit transfer (DBT) route, shelter, food, rescue & rehabilitation services, counselling, functional literacy, vocational training for skill development, entrepreneurship and linkages with various other support and referral services to destitute, distressed, marginalized, victims of violence, and working women or those who do not have anyone to take care through **Shakti Sadan**, a home for destitute, distressed, marginalized, victims of trafficking

etc. to provide care and support and all the daily needs and services. **SakhiNiwas or Working Women Hostel** will provide a safe and secure place for the working women away from their native place/ homes with all functional facilities like accommodation, food, day-care facility for their children, wherever possible, in urban, semi-urban, or even rural areas where employment opportunities for women exist on nominal cost basis. The **Palna or National Creche component** will provide a safe and secure place for the children of working mothers in the age group of 6 months to 6 years for 7<sup>1/2</sup> hours a day. **Financial support for pregnant and lactating mothers** is to improve the health and nutrition for mother and child as well as for partial compensation of wage loss, if any.

- iii. **BehaviourChangeCommunication for dignity and prevention of crime and violence against women:** This would include large scale awareness programs and community engagement for gender sensitisation, advocacy, training and capacity building of all duty bearers, service providers and stakeholders through inter-ministerial convergence. In addition, engaging with men and boys would be done to partner for countering VAW and Gender stereotypes that will include Inter-sectoral consultation, Media Campaign, Training & Capacity building/ sensitization programme, Innovation, Outreach and advocacy, IEC material/awareness kit etc.

## **2 COMPONENTS OF MISSION SHAKTI**

### **2.1 ‘SAMBAL’ – FORSAFTEY AND SECURITY OF WOMEN**

The objective of the sub-scheme is to improve accessibility and integrate all efforts and various government initiatives towards the safety and protection of women, as well as for securing their rights and entitlements on a comprehensive continuum of care and support to women affected by violence and in distress and to assist them in re-emerging as integrated partners in nation-building. In ‘Sambal’, existing schemes of One Stop Centres (OSC), Universalisation of Women Helpline (WHL), Beti Bachao Beti Padhao (BBBP) have been included and a new component of Nari Adalat has been added.

#### **2.1.1 One Stop Centre**

The One Stop Centre will be the mainstay of the Sambal sub-scheme as well as of all activities at District level. The scheme of OSC is being implemented since 1st April, 2015 to

provide integrated support and assistance to women affected by violence and in distress, both in private and public spaces under one roof and facilitate immediate, emergency and non-emergency access to a range of services including medical, legal, temporary shelter, police assistance, psychological and counselling support to fight against any forms of violence against women. Presently, OSCs are being set up in each district of the country. Based on the encouraging results of this initiative and benefits to women, 300 more OSCs will be opened in the districts having high rate of crime against women or having bigger geographical area, preferably in aspirational districts.

OSCs will be scaled up and strengthened to provide forward linkages to the institutionalized / empanelled psycho-social/ legal counsellors for assisting women facing mental harassment or any other form of distress. In addition, it will also connect women to the schemes / initiatives of the government (economic and social) on a need basis through the State/ District level hubs for their development and empowerment. Further, the OSCs will maintain the list of all Statutory Authorities under various legislations of the Ministry at State/ District Level and connect them on a need basis. It will also act as a link for Shakti Sadan for providing legal aid and psycho-social counselling to residents of the home through a common pool of professionals.

The One Stop Centers shall be the main stay of the Ministry at District level for coordination and convergence with other initiatives under Nirbhaya Fund such as Women Helplines, Anti Human Trafficking Units (AHTUs), Women Help Desks (WHDs), and Special Fast Track Courts (FTSCs), District Legal Service Authority (DLSA) etc.

The needy women including those affected by violence along with their children (girls of all ages and boys upto 12 years of age) can avail temporary shelter at the OSC for a maximum period of 5 days. The admissibility of any woman to the temporary shelter would be at the discretion of the Centre Administrator. For long-term shelter requirements, arrangements will be made by OSCs in coordination with Shakti Sadan. In case girls below the age of 18 years are referred to the Centre, they will also be provided services in coordination with authorities/institutions established under the Juvenile Justice (Care and Protection of Children) Act, 2015 and the Protection of Children from Sexual Offence Act, 2012.

Common pool of referral staff for legal, psychological, medical facilitation for the OSCs and Shakti Sadan will be prepared who would be equipped to cater to all institutions within the

district. The Counsellors would be required to undergo mandatory validation training to be conducted by Institutions authorised by the Ministry / State Governments within six months of engagement/ appointment. Upon nomination to attend such training, successful completion of such training would be a requisite for their continuance after six months.

A lump sum amount for hiring of a dedicated transport facility will be provided to all OSCs under the recurring grant for reaching out to the women in distress who need immediate assistance. The vehicles so hired shall carry standardized branding / logo of the helpline numbers and initiatives of the Government for public awareness and visibility.

For establishing a new OSC, the first preference would be given to the proposals having suitable and adequate accommodation with separate access having at least 5 rooms and a carpet area of 150 sq.m. within a hospital / medical facility, which may be prominently visible and easily accessible to the women. For this purpose, the staff quarters within or outside the premises of the hospital may also be used. If it is not possible to locate accommodation within a hospital or medical facility, then proposals for an existing Government/Semi Government institution located within 2 km radius of the hospital/medical facility within the district having adequate accommodation with separate access will be considered. The next option to be considered for this purpose to allow construction in places where it is not possible to locate the Centre in the existing accommodation within the hospital complex or within a radius of 2 KM of such hospitals, and land is allocated for the purpose by the State / UT. In plain areas, the new OSCs will be set up in a minimum plot size of 300 Sq.m. with a built-up area of 150 Sq.m identified by the State Government / UT Administrations. In Hilly / difficult areas/ State where it is not possible to identify plot area of 300 Sq. M., the OSC may be permitted to be set up in a lesser plot size without compromising on built-up area, with scope for vertical expansion, upon a certificate / undertaking to that effect by the Administrative Secretary of the State / UT. However, setting up of a second OSC within the district shall be permitted only if there is a linear distance of at least 40 KM from another OSC within the district. Relaxation for metro cities or cities with high population density/ higher crime rate may be granted by the Programme Approval Board(PAB) based on the justification provided by the State Government / UT Administration.

The construction of OSCs would be approved only in cases where the rate of crime against women is very high but there is no pre-existing building available. A certificate to this effect would be required to be furnished by the Administrative Secretary of State / UT while

submitting a proposal to PAB for construction of OSC. The States/District opting for construction would be required to set up the OSC temporarily in existing buildings within two months from the approval of the proposal by PAB and may function from that facility till completion of the construction of the OSC building. Upon completion of construction, the entire set up running temporarily would need to be shifted to new building within two months of handover of the building. States opting for construction will not be given the grant for civil work for renovation / modification of existing buildings. However, non-recurring grant for purchase of computer, peripheral, equipment etc, as per the guidelines, required for operationalising OSC will be provided.

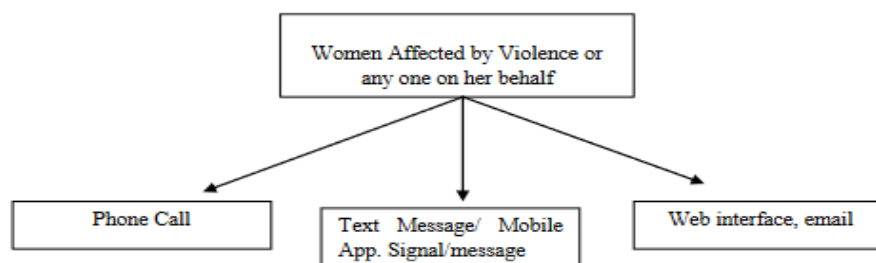
### **2.1.2 Women Helpline**

The Women Helpline provides toll-free 24-hours telecom service to women seeking support and information by connecting them with Emergency Response Support System (ERSS) for all emergency services like police/ fire/ Ambulance services and with One Stop Centres. The WHL will also provide information about government scheme/ programmes, facilities and will also connect women with the statutory officers under various legislations like Dowry Prohibition Officers, Child Marriage Prevention Officers, and Protection Officers etc. as per requirement within the local area in which she resides or is employed. It will function at one place in a State/ UT, to be decided by State/UT. Women helpline will be accessible through a single universal toll-free number across the country.

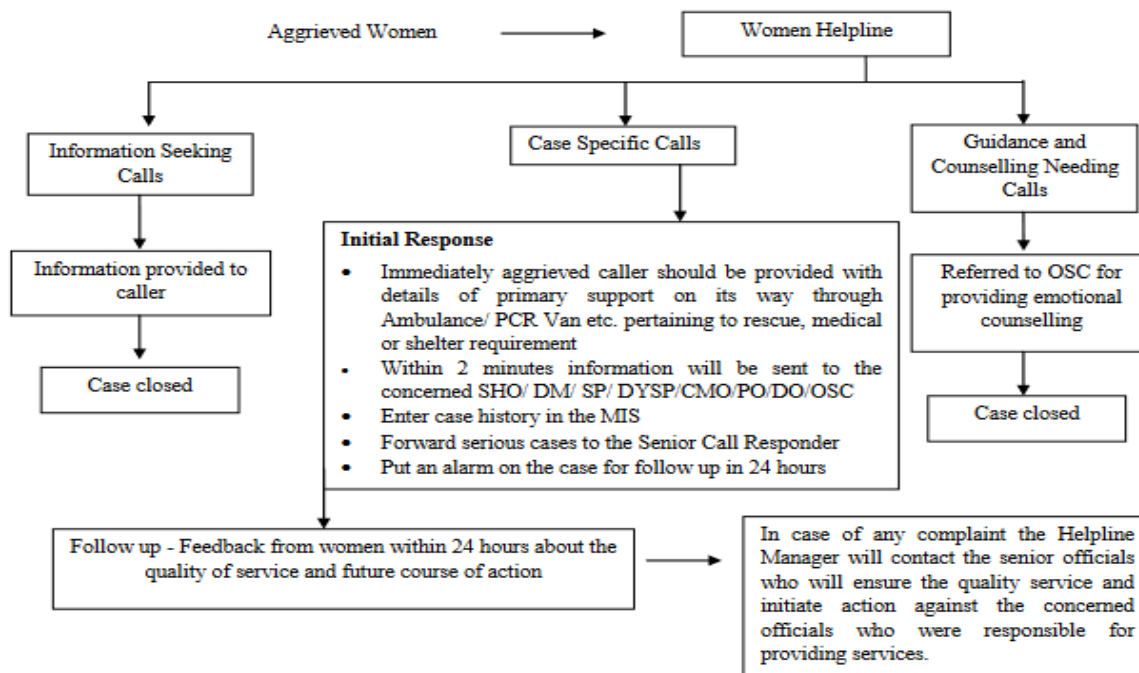
181 Women Helplines would be integrated with ERSS for all emergency assistance and with OSCs and other platforms like 1098 Child line, NALSA Helpline etc. for all emergency and non-emergency response for providing forward linkages in connection with rights and entitlements of women. This integration will ensure seamless transfer of cases of women from 112 to 181 and viceversa. Further, for guidance, linkage and handholding of women for connecting with various institutional and schematic set ups for their Psycho-social counselling, legal aid, empowerment and development (including through skilling, education, financial inclusion, entrepreneurship, etc.) would be through 181. In future, the endeavour would be to have a single number 112 for emergency response and 181 for taking care of all non-emergency and information dissemination services to women, girls and children.

A woman in distress or in difficult circumstances or somebody on her behalf may call this toll-free number. Based on the urgency and the requirements explained by the woman, the responder will refer her to ERSS for emergency services and to OSCs of the concerned area/

districts for non-emergency services. In case women need information about the laws and existing schemes of government then the WHL will provide the information available with them or connect them to the nearest One Stop Centre that will provide information to the women through specialists/ counsellors or to any other expert/agency based on the details maintained by them.



## 2. HELPLINE RESPONSE



The helpline can also be accessed through text or other forms of messages in respect of those who are unable to speak/communicated due to any situational or physical challenges and will be sensitive to the needs of persons who are hearing and speech impaired or people with disabilities. It will have provisions to locate/ trace the number from which a call has been received. In case a woman has been interrupted during her call or was unable to specify her problem or her address due to some reasons then the same would be traced and the helpline will facilitate an emergency response through the nearest One Stop Centre/ ERSS.

A Standard Operating Procedure (SoP) would be prepared for the helpline, including roles and responsibilities, do's and don'ts. This will include information about procedures to be followed, forms to be filled, monitoring mechanisms and documentation. There will be protocols for operationalisation of effective functioning of the Helpline, delivery of services, and best practices. These documents will be handed over to all helpline centres working at state level.

### **2.1.3 Beti Bachao Beti Padhao Scheme**

The BBBP scheme was launched on 22nd January, 2015 as a tri-ministerial effort of the Ministry of Women & Child Development, Ministry of Education and Ministry of Health and Family Welfare. Now, the Ministry of Skill Development and Entrepreneurship and Ministry of Minority Affairs have also been added as partners with a view to undertake special drive and awareness programme for promoting higher education and skill development among girls. To increase girl's participation in the fields of sports, appropriate programme would be developed to identify sporting talent among girls and link them with appropriate authorities under 'Khelo India' or any other schemes/ programme of Central/ State Governments for enhancing their skills. The component of BBBP will cover all the districts of the country through multi-sectoral interventions, and it was operational in 405 districts earlier. The component will aim for zero-budget advertising and encouraging greater spend on activities that have on ground impact, e.g., for promoting sports among girls, self-defence camps, construction of girls toilets, making available sanitary napkin vending machines and sanitary pads especially in educational institutions, awareness about PC-PNDT Act etc.

Beti Bachao Beti Padhao will focus on the following groups

<b>Primary</b>	<ul style="list-style-type: none"> <li>▪ Young and newly married couples and expecting parents,</li> <li>▪ Adolescents (girls and boys) and youth,</li> <li>▪ Households and communities</li> </ul>
<b>Secondary</b>	<ul style="list-style-type: none"> <li>▪ Schools and AWCs,</li> <li>▪ Medical doctors/ practitioners, private hospitals, nursing homes, diagnostic centres etc.</li> <li>▪ Officials, PRIs/ULBs, frontline workers,</li> <li>▪ Women Collectives and SHGs, civil society organizations,</li> </ul>

	media, industry, religious leaders etc.
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BBBP scheme aims to achieve the following:

- i. Improvement in the Sex Ratio at Birth (SRB) by 2 points every year,
- ii. Improvement in the percentage of institutional deliveries or sustained at the rate of 95% or above,
- iii. 1% increase in 1st Trimester ANC Registration per year, and
- iv. 1% increase in enrolment at secondary education level and skilling of girls/women per year.
- v. To check dropout rate among girls at secondary and higher secondary levels.
- vi. Raising awareness about safe menstrual hygiene management (MHM).

District Probation/ Programme Officer (DPO) at district level will be nodal officer for implementation and execution of BBBP under the overall supervision of District Magistrate. There is no provision for Direct Benefit Transfer (DBT) or creation of capital asset under the BBBP. Detailed procedure of implementation, issued from time to time, will be available on the website of the Ministry.

#### **2.1.4 Nari Adalat**

Nari Adalat a new component for providing women with an alternate Grievance Redressal Mechanism for resolving cases of petty nature (harassment, subversion, curtailment of rights or entitlements) faced by women at Gram Panachayat level will be implemented in a phased manner. Nari Adalats or womencollectives will be formed of committed and socially respected women chosen for that purpose. This platform will also be utilized for engaging with the public for awareness generation and getting feedback for improvement in the schemes and for effective public delivery of services. These will be provided logistic support through Gram Panchayats in convergence with the Ministry of Panchayati Raj, Ministry of Rural Development, and Common Service Centres (CSCs) run by the Ministry of Electronics and Information Technology.

Initially, it will be launched in identified States/UTs, preferably where Elected Women Representatives (EWRs) are heading the Gram Panchayats (GPs) in Aspirational Districts. In the first year, an awareness drive regarding legal, constitutional rights and entitlements under



various schemes/ programs will be undertaken. In the second year, committed and socially respected women will be identified and extensively trained in all women-related laws and schemes and a formal setup of women collectives having 7 to 11 members will be made who will address the socio, economic, and cultural issues faced by the women of that area and will provide alternative resolution to disputes by mediation and by connecting them to the duty bearers.

Under this component, no remuneration to the selected members shall be provided. However, out-of-pocket expenses will be provided by the Ministry for organising the meetings and for providing the badge/ uniform to the members.

## **2.2 ‘SAMARTHYA’– FOR EMPOWERMENT OF WOMEN**

In ‘Samarthya’ which is for empowerment of women, existing schemes of Ujjwala, SwadharGreh and Working Women Hostel and the existing ICDS schemes of National Creche Scheme and PradhanMantriMatruVandanaYojana (PMMVY) have now been included under this umbrella scheme as these primarily focuses on women’s economic empowerment.

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

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

### **2.2.1 Shakti Sadan**

The Ministry of Women and Child Development was implementing the schemes of SwadharGreh for Women in difficult circumstances and Ujjwala for Prevention of Trafficking. Both the schemes were aimed at creating a safe and enabling environment for the women in distress including trafficked women and thereby give them the strength to overcome their difficult circumstances and make a fresh start. For administrative purposes, Swadhar and Ujjawala Scheme have been merged and these will be known as ‘**Shakti**

**Sadan'** - Integrated Relief and Rehabilitation Home:- However, States/ UTs will have the option of running the facility for various categories of women either in a single building or separate buildings within same premises. Further, the States / UTs may set up homes for mentally challenged / DIVYANG women in convergence with the schemes of Department of Social Justice & Empowerment and Department of Empowerment of Persons with Disability.

The proposals for new homes from the States/ UTs only will be considered for financial assistance. No funding support for construction of new homes will be provided. The cost of running such as administrative/ management cost including rental will be provided. Further, all existing Homes currently being run/ operated by NGOs [Homes not set up by the State/UT Governments] will be permitted to run till 31-3-2024 giving sufficient time to States/ UTs to get these integrated into the new scheme. No request for extension of time limit will be entertained.

The residents of Shakti Sadan will be provided with shelter, food, clothing, primary health facilities and other essential daily need items. Residents will be facilitated for opening Bank Accounts in their names in which an amount of Rs. 500 per month per resident shall be deposited, which cannot be withdrawn by the account holders during their stay in the home. However, if the resident is willing to avail the benefits for PM JeewanJyotiBimaYojana and/ or PM SurakshaBimaYojana, payment of premium can be made out of the aforementioned amount. The amount deposited along with accrued interest can be utilised as seed money by the beneficiary for beginning her life/ career afresh after she leaves the home. Vocational training and social security benefits (including medical benefit under Ayushman Bharat Yojana or similar schemes, Disability Pension) etc. shall be arranged for the residents of homes in convergence with the relevant departments. Their special needs, if any, will also be taken care of. For other services like psycho-socialcounselling, legal aid, there shall be a common pool of persons under overall charge of OSC.

The facilities at these centres could also be availed by the children accompanying women in the above categories. Unmarried girls of any age and boys up to the age of 12 years would be allowed to stay in Shakti Sadans with their mothers. (Boys of more than 12 years of age will be shifted to the Children Homes run under JJ Act/Integrated Child Protection Scheme or ICPS). Women affected by domestic violence, who need care and protection for a short term, would be serviced by One Stop Centres first. If required, she could stay there up to five days. However, for long term stay requirement such women and the victims of trafficking or

distressed or destitute women, will be referred to Shakti Sadan where they can stay upto a maximum period of 3 years. Extension for stay in Shakti Sadan beyond 3 years can be granted on need basis by the concerned District Magistrate. However, the older women above the 55 years of age can be accommodated for maximum period of 5 years after which they will have to be shifted to old age homes or other similar institutions.

The Shakti Sadan, and One Stop Centres will work in close coordination with the Anti-Human Trafficking Units (AHTUs)/ Women Help Desks (WHDs) in Police Stations by utilising the network of NGOs, Women's Groups, Youth Groups, Panchayat, Hotels & tour operators and other stakeholders to gather information on traffickers, suspicious people and vulnerable families and prevent/ rescue the victims and also help them in initial documentation and registration of FIR. They will also apply to the designated Magistrates or SDMs and Child Welfare Committee (CWC) for the rescue of women and children respectively from places of exploitation.

Following services would be provided to all women in distress including trafficked women and children:

- i. **Basic necessities** such as food, clothing and other items of personal use as detailed in **Annexure I**.
- ii. **Legal Service:** The legal assistance requirements of the beneficiaries shall be met through the District Legal Services Authority (DLSA). In case, such assistance is not available from DLSA, the implementing organization will arrange alternative suitable legal assistance to claim their right to property, marital rights, divorce, maintenance and custody of children etc.
- iii. **Medical Facilities:** First aid facilities shall be available within the Centres. However, Health Check-up and medical facilities will be provided through the district hospital/health and wellness centre/ CHC/PHC. Further, implementing organizations should engage a part time doctor for the Centre who should visit the Centre at least once in a week to ensure general health check-up of the residents and also to attend to any emergency situation. Expenditure towards purchase of medicines prescribed by the doctor will be met through management cost.
- iv. **Counselling:** The common pool of counsellors proposed under the umbrella scheme under overall charge of OSC will provide psycho-social counselling to the women.
- v. **Education:** As a large proportion of the rescued victims may be children and/ or illiterate or less educated women, they would 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. Arrangements should be made for e-learning and Open Schools by the concerned department. Any requirement for gadgets / equipment like computers, TV sets, internet connection for the purpose shall be provided as per the norms.

- vi. **Vocational Training:** Arrangement would be made by the implementing organization for providing vocational training/ skill development classes to the women through the Vocational Training Institutes recognized by the Directorate General of Employment and Training under the Ministry of Labour and Employment/ Training Partners of National Skill Development Council (NSDC). Training and examination fee, if not provided under any other scheme/ programmes of the Central/ State Government, would be reimbursed on submission of the certificate issued by the vocational training institute on successful completion of training. The expenditure incurred by the organization on the transportation of residents in course of vocational training etc., if not funded through other sources, will be met from the contingencies head. Micro Credit will be facilitated through SIDBI, Mudra and other relevant schemes of Central/State government in case residents want to start small-scale industry/ business.

### **2.2.2 Anti Human Trafficking Units**

The Reintegration and Repatriation of the victims of trafficking and of commercial sexual exploitation will be facilitated through the Anti Human Trafficking Units (AHTUs) set up in the districts. However, the Shakti Sadan will provide the following services to facilitate reintegration and repatriation:

- i. **Setting up 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 a smooth transition from life in the Rehabilitation Centre to 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.
- ii. **Restoration to Families** - The scheme will cover travel of the victim and one person assisting the victim from the destination area to her home town/village, expenses incurred towards her food during her travel and incidental expenses.

- iii. **Facilitate cross border repatriation procedures** - The scheme would provide for expenses incurred in fulfilling various formalities for obtaining a repatriation order for the victim.
- iv. **Repatriation to country of origin** - The scheme would cover travel of the cross-border victim and an escort from the destination area to her country of origin or border, expenses incurred towards her food during her travel and incidental expenses.

### **2.2.3 Home for Widows**

The home for widows has been fully funded by Government of India, Ministry of Women and Child Development to accommodate 1000 widows to provide the widows a safe and secure place of stay, health services, nutritious food, legal and counseling services has been established. The scheme HOME FOR WIDOWS (Central Sector Component of Umbrella Scheme for protection and Empowerment for Women) was approved in the Standing Finance Committee meeting held on 29.05.2018. The design of the Home is also old age friendly. The Home consists of ground plus three floors with the facilities of ramp, lifts, supply of adequate electricity, water and other amenities for meeting requirements of senior citizens and persons with special challenges. This Home is the largest shelter home for widows in the country and was inaugurated on 31.08.2018. Any pending liabilities under the scheme shall be met out of budget allocation under the Shakti Sadan component of Samarthya sub-scheme.

### **2.2.4 Component for Working Women**

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

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

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

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

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

The gross income of the beneficiaries should not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities, and Rs 35,000/- consolidated (gross) per month, in any other

place. The income ceiling can be relaxed by District Magistrate or any other authorised officer based on the local requirement and subject to availability of accommodation. When the income of any working woman already residing in a hostel exceeds the prescribed limits, she will be required to vacate the hostel within a period of six months of crossing the income ceiling.

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

As far as possible, women with children are accommodated in single/ double bedrooms instead of dormitory. No working woman is allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the District Administration may, for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three-year period, subject to the condition that the period of extension, shall not exceed one year at one time, and that the total stay of the woman, with extensions, shall not exceed five years.

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

- i. District Programme Officer WCD/ District Social Welfare Officer - Chairperson
- ii. Resident Superintendent
- iii. Two representatives preferably of the senior residents

- iv. Prominent woman social worker/ representative from prominent organization in that area
- v. Any other person with social standing co-opted by the Chairperson.

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

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

#### **2.2.5 Palna – Creche facility**

The Government's sustained initiative on education and employment of women has resulted in increased opportunities for their employment, and more and more women are now in gainful employment, working within or outside their homes. The growing industrialization and urban development have led to increased migration into the cities. The past few decades have shown a rapid increase in nuclear families. Thus, the children of such working women, who were earlier getting support from families while they were at work, are now in need of day care services which provide quality care and protection for the children. Children who used to grow up in the secure and warm laps of their grandmothers and other family members are now confronted with an insecure and neglected environment; therefore, women need a safe place for their children in their absence. It has become necessary to provide support to the young children in terms of quality care and other services while the mothers are at work. Effective day care for young children is essential and a cost-effective investment as it



provides support to both mothers and young children. Lack of proper day-care services is, often, a deterrent for women to go out and work. Hence, there is an urgent need for improved quality and reach of day care services/crèches for working women amongst all socio-economic groups both in the organized and unorganized sectors.

Considering the difficulties faced by the working mothers in giving due child care and protection to their children, it has been decided to provide the day-care crèche facilities through the component of Palna. Creche services formalise the child care facilities hitherto considered as part of domestic work. Formalization of care work supports 'decent work campaign' to achieve the Sustainable Development Goal 8 – Decentwork and economic growth.

The objective of the Palna component of the sub-scheme is to address the urgent need for quality crèche care facilities by providing a safe & secure environment for nutritional, health and cognitive development of the children, thereby enabling more mothers to take up gainful employment. The objective to provide crèche facility to all mothers, irrespective of their employment status, is a marked shift from the existing policy, arising out of the understanding that existence of quality crèche facilities is a necessary precondition to encourage women to explore employment opportunities. Apart from the aforementioned primary objective, another objective of the component would involve monitoring compliance of the stipulations laid down in Section 11A of the Maternity Benefit Act regarding setting up of crèche facilities by the establishments.

For this purpose, the States/UTs would explore the possibility of hosting an application/portal in convergence with the Labour & Employment Departments of their respective States/UTs for facilitating establishments to register on the portal and furnish details in respect of the crèches set up in accordance with the Act. It is also envisaged to include provisions in the portal to enable employees to report non-compliance by establishments for taking penal action in accordance with the provisions stipulated under Section 21 of the Maternity Benefit Act.

Under the component, an integrated package of the services such as day care facilities including Sleeping Facilities, Early Stimulation for children below 3 years and Pre-school Education for 3 to 6 years old children, Supplementary Nutrition (to be locally sourced), Growth Monitoring and Health Check-up and Immunization in convergence with Mission

Poshan 2.0 will be provided.

The crèche facility caters to children in the age group of 6 months to 6 years. Ideally the number of children in a crèche facility should not be more than 25. The minimum qualification should be Class XII (intermediate) for Crèche workers and Class X (Matriculation) for Crèche helpers. In case any suitable person with these qualifications is not available, relaxation may be given by the State Government/District Administration. However, in any case, the qualifications may not be less than Class X and VII for Workers and Helpers respectively. The age limit for both the categories should be 18-35 years at the time of engagement. To maintain the standards of care the Ministry will separately release SOPs.

The crèche should be located in a safe and secure place which is welcoming and child friendly. It is ideal to have the crèche near the homes of children or near the place of work of the mothers (at a walkable distance i.e. ½ - 1 km) so that mothers breastfeeding their babies can conveniently come to feed their babies, parents can be contacted in case of emergencies, and it is easier to pick-up, bring or send the child from home. If a child is absent for a long period of time, the crèche worker can go herself to enquire about the child from his/her home. As far as possible the crèche environment should be akin to the child's home atmosphere and should also reflect the lifestyle of the community.

The crèche facility will be provided at Aanganwadi Centers in convergence with Mission Poshan 2.0. The space in the centre may be utilized in a multi-purpose manner, for example, playing area can be converted into a make-shift sleeping place for children by spreading out some durries and mats. This will facilitate organizing activities for the children to promote their development. In summers, the outdoors space may have a clean and safe shaded area.

The Centre should be clean, well-lighted with adequate ventilation. A fan should also be installed in crèches where electricity supply is available. In case there is irregular/no electricity supply; provision of installing an inverter may be made. The centre must have safe and regular drinking water facility. For this, centre may install a water filter/purifier which should be cleaned regularly. In places where there is shortage of water, adequate arrangements for storage of water may be done. Ideally one tank of 300 litres capacity may be installed.

Child friendly toilets including for children with special needs should be available keeping in view the safety and security of children at the centre. A clean, child-friendly toilet with water facilities, soap, clean cloth/towel, garbage bin, wash basin/sink at low level and an exhaust fan may be part of the centre. The water tap should be placed at a height that can be used independently by children. The crèche should have a regular supply of cleaning materials such as phenyl, disinfectants, brooms and swabs, dustbins, garbage bins etc. Regular supervision may be done for improving the services and maintaining hygienic conditions in crèche.

Food provided to the children must have adequate nutritional value as per government prescribed guidelines under Mission Poshan 2.0/ Mid-Day Meal Scheme. As the child stays for 7 and 1/2 hours in the crèche, three meals i.e. one snack/breakfast in the morning, one meal (hot cooked) around noon and one snack in afternoon may be provided. Small children may be provided milk, if required. There should be variety in the food that is given to the children every day. The food should be suited to the requirements of both babies and children. For this, the worker needs to be trained and sensitized about nutritious preparations that are suitable for children below 6 years, and they must cook with due care and cleanliness.

The centre must have adequate cooking facilities, cooking utensils, utensils to feed the children – which should be cleaned before and after use. The cooking area must be located at the place which is away from the activity area of the children to avoid accidents. Basic cooking equipment like stove, gas cylinder or traditional chullhas; feeding equipment; storage bins and boxes must be available and safely placed.

The health check-up of all children registered in the crèche should be done at least once per quarter by registered medical practitioner/doctors from Government Hospitals. The centre must at all times be equipped with basic First Aid & Medicine Kit containing paediatric medicines for common ailments like fever, body ache, vomiting, cough and cold, diarrhoea, ear-ache, eye infection, stomach ache, worm infestation etc. and band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit.

The crèche timings need to be flexible depending on the local requirements. Crèches shall be open for 26 days in a month and for seven and half (7-1/2) hours per day as per the work schedule of majority of the mothers in the area.

Ministry of Labour & Employment has notified an amendment to the Maternity Benefit Act mandating that every establishment having fifty or more employees shall have the facility of crèche. It is envisaged to monitor the compliance of establishments with the aforementioned stipulations by hosting an application/portal in convergence with the Ministry of Labour & Employment.

### **2.2.6 Pradhan Mantri Matru Vandana Yojana (PMMVY)**

The Government of India is implementing the Pradhan Mantri Matru Vandana Yojana (PMMVY) with effect from 1<sup>st</sup> January 2017. The PMMVY Scheme is being implemented as per provisions under Section 4 of the National Food Security Act (NFSA), 2013 which provides for financial support for pregnant and lactating mothers is to improve the health and nutrition for mother and child as well as compensation for wage loss, if any.

The Objectives of the PMMVY is to provide cash incentive for partial compensation for the wage loss so that the woman can take adequate rest before and after delivery of the first child; and to improve health seeking behaviour amongst the Pregnant Women & Lactating Mothers (PW&LM). The scheme also seeks to promote positive behavioural change towards girl child by providing additional cash incentive for the second child, if that is a girl child.

Under this component free of charge meal, during pregnancy and six months after the childbirth, through the local Anganwadi is envisaged so as to meet the nutritional standards; and maternity benefit of not less than rupees five thousand, in two instalments will be provided to women belonging to socially and economically disadvantaged sections of society. However, any additional incentive available under any other scheme such as Janani Suraksha Yojana (JSY) shall continue to be availed. The eligible beneficiaries would receive the remaining cash incentives as per approved norms towards maternity benefit under Janani Suraksha Yojana (JSY) after institutional delivery so that on an average, a woman will get ₹ 6000/- .

The criteria for determining socially and economically disadvantaged sections of society will be the following:

- i. Women belonging to scheduled castes and scheduled tribes;
- ii. Women who are partially (40%) or fully disabled (Divyang Jan)
- iii. Women holder of BPL ration Card

- iv. Women Beneficiaries under PradhanMantri Jan AarogyaYojana (PMJAY) under Ayushman Bharat.
- v. Women holding E-shram card
- vi. Women farmers who are beneficiaries under KishanSammanNidhi
- vii. Women holding MGNREGA Job Card
- viii. Women whose net family income is less than Rs. 8 Lakh per annum
- ix. Pregnant and Lactating AWWs/ AWHs/ ASHAs
- x. Any other category as may be prescribed by the Central Government

Further, all pregnant women and lactating mothers in regular employment with the central Government or State Government or public Sector Undertaking or those who are in receipt of similar benefits under any law for the time being in force shall not be entitled to benefits under PMMVY.

The benefit is available to a woman for the first two living children provided the second child is a girl. In case of the first child the amount of ₹5000 in two instalments and for the second child, the benefit of ₹6000 will be provided subject to second child is a girl child in one instalment after the birth. However, for availing benefits for second child, registration during the pregnancy shall be mandatory. This would contribute to improve the Sex Ratio at Birth and to prevent female foeticide.

Benefits can be availed only on the basis of the Aadhaar Number of Beneficiary so as to avoid any duplication or malpractices.

Cash incentives in two instalments as per the schedule provided in table below:

<b>Conditionalities and Instalments</b>		
<b>Instalment</b>	<b>Conditions</b>	<b>Amount</b>
First Instalment	On registration of pregnancy and at least one Ante-natal check-up within 6 months from LMP date at the Anganwadi Centre (AWC)/ approved Health facilities may be identified by the respective administering State /UT	₹ 3,000/-
Second Instalment	i. Child Birth is registered ii. Child has received first cycle of BCG, OPV,DPT and Hepatitis-B or its equivalent/substitute	₹ 2,000/-

In case of miscarriage/still birth, the beneficiary would be treated as fresh beneficiary in event of any future pregnancy.

Procedure for subsuming registered beneficiaries under PMMVY 1.0 in PMVVY 2.0:

- If a woman has already received first instalment of maternity benefit under PMVVY 1.0, she shall be entitled for receiving the cash incentives as per approved norms under previous PMVVY 1.0 guidelines in three instalments under the PMMVY 2.0, if she is otherwise eligible under the scheme and fulfil the conditions laid down for incentives under PMMVY. If she has received 1st and 2nd instalments under PMVVY 1.0, she may receive remaining benefits according to the new PMVVY 2.0 guidelines.
- All the new beneficiaries whose LMP date is after the date of publication of Mission Shakti Guidelines shall receive payments according to the new guidelines of PMVVY 2.0.

The funds to the beneficiaries under PMMVY will be transferred directly to their Bank/Post Office account in Direct Benefit Transfer Mode. An eligible beneficiary can apply, at any point of time but not later than 730 days of pregnancy. LMP registered in the MCP card will be the date of pregnancy to be considered in this respect. If a beneficiary delivers twins/triplet/ quadruplet in her second pregnancy, with one or more children being girl, then she will be receiving incentive for second girl child as per the PMMVY 2.0 norms.

The scheme would be implemented by MWCD at the Central level while at the State/UT level the concerned State/UT have the option to implement the scheme either through WCD/Social Welfare Department or through Health Department. Procedure to be followed for services under PMMVY are at **Annexure-II**

The PMMVY is implemented through web-based Management and Information System (MIS) Software, viz. Pradhan Mantri Matru Vandana Yojana-Common Application Software (PMMVY-CAS), which is used as an effective tool for regular monitoring of the scheme. If required, a modified portal for the purpose will be put in place.

### **2.2.7 Gender Budgeting (GB)**

Gender Budgeting has been adopted as a tool to facilitate a gender sensitive analysis in the formulation, implementation and monitoring of policies, programmes and budgets (expenditure and revenue). Gender Budget aims to disaggregate the government's budget according to its differential impact on women and men. GB was adopted by the Government of India in 2005-06 as a tool for promoting gender equality and ensuring continued

investments through Government planning and budgeting. Financing for gender equality is central to mitigate gender inequalities, and GB is a critical strategy in this endeavour.

Under the Samarthya component, Gender Budgeting, Research, Publication & Monitoringschemes have been included under the Hub for Empowerment of Women (HEW). The goal of Gender Budgeting is to enable government stakeholders at the central, state and district level to undertake gender budgeting through enhanced capacities, knowledge and skills.

In order to achieve the objectives, implementing organisations/agencies will undertake the following activities (which are illustrative and not comprehensive):

- i. Develop training modules/packages, training material, teaching aids including A/V tools and manuals on gender budgeting.
- ii. Organize workshops, seminars, training programmes, conferences etc to facilitate capacity building and training for various stakeholders including officials of Central and State Governments, PSUs, corporate sector, PRIs and NGOs, etc on gender mainstreaming and gender budgeting.
- iii. Embed training on gender budgeting in curriculum of administrative and government training institutes.
- iv. Develop an online certificate course on gender budgeting for government and non-government stakeholders through collaboration with training institutions and academies.
- v. Undertake seminars and consultations to ensure inter-state peer learning and sharing on gender budgeting initiatives and promote best practices.
- vi. Conduct gender analysis of national and sub-national policies, legal frameworks, women-related legislations, government schemes and programs.
- vii. Assess the adequacy of budget allocations to implement the gender responsive policies and programmes.
- viii. To coordinate and monitor gender budgeting exercises of Gender Budgeting Cells and facilitate gender budgeting analysis.
- ix. To conduct and promote gender-based impact assessments, beneficiary needs assessment, beneficiary incidence analysis, and gender audit of schemes and legislations.
- x. Any other activity that contributes to achieving the scheme objectives.

The implementing organisation/ agency can be the Social Welfare/Women and Child Development/GB Nodal Department of the State/UT itself or any of the following on the recommendation of the State/UT: -

- i. Women's Development Corporations/ Centres established by State/UT
- ii. State Commissions for Women
- iii. Panchayati Raj Institutions & Urban Local Bodies
- iv. Government Training Institutes
- v. Universities & UGC approved Institutions
- vi. Public Sector Undertakings
- vii. Any other organisations with three years' experience after registration

The institutions of national importance set up by the Central Government may apply directly to the Ministry. Other institutions set up by the Central Government, may apply to the Ministry duly recommended by the concerned administrative Ministry.

The proposals for funding may be submitted to the Program Approval Board (PAB) for consideration. While submitting the proposal, it may be ensured that implementing organization/agency must have adequate experience in implementing women and child related projects and programmes etc. It should have facilities, resources and personnel to implement the project for which assistance is sought. The cost norms for the various levels of trainings are at **Annexure III**.

Nodal authority for implementation of the Gender Budgeting is as follows:

- (i). At the Central Level, the Ministry of Women and Child Development.
- (ii). At the State Level, the Departments of Women and Child Development, Social Welfare, Finance or Planning Department, as the case may be.
- (iii). State/UT and District Hub for Empowerment of Women to coordinate and fulfil scheme objectives. Every State/UT/ District hub shall have at least one gender specialist, to look after implementation Gender Budgeting.

As the aim of Gender Budgeting is to integrate gender perspective at all levels of development, grants under the component will be made available for Workshop/Training Programmes at the following five levels:

- i. Panchayat level



- ii. District level
- iii. State level
- iv. Regional level and
- v. National level

The Ministry will put in place a Standard Operating Procedure (SoP) for Gender Budgeting that will be available on the website of the Ministry.

### **2.2.8 Hub for Empowerment of Women (HEW)**

Hub for Empowerment of Women aims to facilitate inter-sectoral convergence of schemes and programs meant for women both at the central (NHEW), State/ UT level (SHEW) and district level (DHEW) with the mandate to create an environment in which women realize their full potential. The support under the HEW would be for guiding, linking and hand-holding women to various institutional and schematic set ups for their empowerment and development including equal access to healthcare, quality education, career and vocational counselling/ training, financial inclusion, entrepreneurship, backward and forward linkages, health and safety for workers, social security and digital literacy at districts/ Blocks/ Gram Panchayats level across the country. The Empowerment of women is a long-term process requiring sustained interventions to be effective, hence immediate outcomes may not be visible. However, baseline data collected/ collected by the HEW at State and District level for Women will provide the basis for assessing the outcomes.

The mandate of HEW is to address gaps in state action for women and for promoting inter-ministerial and inter-sectoral convergence through strengthening the processes that promote holistic empowerment of women by creating an environment conducive to social change by improving access and utilization of government schemes by women. It will also strive to create an independent identity for women through economic empowerment, eradicating all forms of exploitation and discrimination with their rightful share in the allocation of resources and decision making etc., for them to become equal partners in the process of national building for a Women led Development by the year 2025 as envisioned by the Hon'ble Prime Minister of India. Women-led Development can be ushered through mobilization of different stakeholders in pursuit of the well-being of women. The objective will be achieved through knowledge and information services for awareness generation, sensitization, training etc.

For smooth functioning of the Mission Shakti, the Central Government will provide financial assistance to States/ UTs/ Districts for hiring of manpower. This will be provided under the sub-scheme of 'Samarthya'. There shall be a single PMU for the Umbrella Scheme at Central/ State/ District level.

At Central Level, 'Mission Shakti' will be looked after by a single and dedicated PMU named National Hub for Empowerment of Women (NHEW) consisting of 26 specialists/manpower. At State Level, dedicated PMU named as State Hub for Empowerment of Women (SHEW) will work for convergence/ coordination with Central Ministries as well as districts. At District level, a single dedicated PMU named as District Hub for Empowerment of Women (DHEW) with financial assistance from MWCD will provide technical/ manpower support to State/ District machinery. The DHEW will have a specialised team of persons for awareness generation and convergence/ coordination apart from the support staff for administrative work. As far as practicable, the State/UT may establish at Block level, a Committee under the chairpersonship of the Block Development Officer to provide support in effective implementation, monitoring and supervision of the Block Level Action Plan as decided by the District level Committee headed by DM/DC. Arrangements may also be made at Gram Panchayat/Ward level to oversee the implementation of Central Government Schemes/ Programmes and to provide feedback for improvement in implementation.

The State Hub for Empowerment of Women (SHEW) will have a team of upto 8 persons depending on population/ geographical area of the State. The team will comprise of gender specialist, specialist for awareness generation & convergence, financial literacy and economic empowerment of women. The SHEW will have 3-4 staff for administrative work.

The District Hub for Empowerment of Women (DHEW) will have a specialised team of upto 8 person depending on population/ geographical area of the district. The team will comprise of gender specialist, specialist for awareness generation & convergence, financial literacy and economic empowerment of women. The DHEW will have 3-4 staff for administrative work.

The activities under HEW will be implemented upto the Gram Panchayat level and will be facilitated through District level hubs, which will serve as the focal points. These will cover all the GPs/ Anganwadi Centres. The hubs will be built upon by leveraging available resources of a variety of schemes/ programmes of the government at the district level and will

cover the entire country. Services shall be provided at Gram Panchayat level through convergence with frontline workers under various schemes/ Programmes such as Accredited social health activists (ASHAs), Anganwadi workers (AWW), Auxiliary nurse midwife (ANMs), Common Service Centres (CSCs), Women Self Help Groups (SHGs), Banking Correspondents, ShikshaMitra, KrishiVigyanKendras (KVKs), Elected Women Representatives (EWRs), Protection Officers under PWDAAV, National Youth Corps (NYC) Volunteers, NyayaMitra, Sakhi - One-Stop Centres (OSCs), Women Helpline, Start-up India, PradhanMantriKaushalVikasYojana (PMKVY), DeenDayalUpadhyayaGrameenKaushalyaYojana - National Rural Livelihoods Mission (DDU-NRLM), National Urban Livelihoods Mission (NULM), Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri MUDRA Yojna (PMMY), Stand-Up India, MGNREGA, National Rural Health Mission (NRHM), PM Jan AarogyaYojana, RashtriyaSwasthyaBimaYojana (RSBY), Financial literacy/ inclusion, Digital India, SukanyaSamridhiYojana, MatritvaSahyogYojana (MSY), JananiSurakshaYojana, Swacch Bharat Abhiyan, Mission Poshan 2.0, Mission Vatsalya, PradhanMantriAwasYojana, PradhanMantriUjjwalaYojana, DeenDayalUpadhyaya Gram JyotiYojana (DDUGJY), JalJeevan Mission, and other women centric schemes/programs of the Central/ State government. Training and Capacity building programmes will also be undertaken as part of HEW components of Samarthya Sub- scheme.

The strategy for training and capacity building needs to factor in the requirements of diverse stakeholders (elected women representatives, staff including field functionaries, women's collective members and individuals), training needs (sensitization, awareness generation, technical skills, behavioural change), and modalities (either directly or through agencies). The services provided will cater to awareness about government schemes/ programs, training and capacity building for rural women and mobilization of the community to create demand and also be partners in implementation of the schemes of the government. The GP level forum will also act as a forum for addressing women's issues in their neighbourhood and give women a platform to come together and explore their potential and possibilities. It will also bridge their information and knowledge gap regarding schemes and facilities available for rural women.

Functions: Some of the specific activities to be included under Hubs at various levels are:

- i. To act as PMU for all Components under Mission Shakti
- ii. To bridge the information and knowledge gap regarding schemes and facilities available for women.

- iii. To sensitise and build capacity of government functionaries at National/State/ District/ Block level and orient them about various schemes/ Programs meant for empowering rural women.
- iv. To facilitate convergent action through frontline workers to spread awareness about government schemes, programmes and services (as mentioned above) and motivate rural women to join various programs meant for their development and help in improving access.
- v. Organise awareness campaigns involving grassroots level for gender equity and convergence and awareness generation which fuels demand by women as rightful entitlement holders for delivery of services under different schemes/programs meant for them.
- vi. Facilitate women in preparation of documents for establishing identity for enrolling in government programmes through existing government mechanisms like BPL survey, Aadhar (UID), MNREGS enrolment which can be utilized for establishing identity through CSCs.
- vii. Bring issues affecting women as an agenda before National/ State/ Districts/ Block/ Gram Panchayats for suitable redressal.
- viii. Creating a common platform at the delivery level with focus on women-centric schemes/ programmes.
- ix. To identify best practices (Government, CSO, PRI) in various sectoral areas like health, education, microfinance, livelihoods, etc. from a gender perspective, document initiatives and disseminate the same to intended recipients.
- x. It will engage in feedback collection, evaluation and analysis of all initiatives of MWCD and other Ministries/ Departments of GoI pertaining to women and girls.
- xi. Mobilize women into joining collectives like Saurya Dal and to help strengthen existing collectives at village level.
- xii. To act as a forum for addressing women's issues in the near vicinity and give women a platform to come together and explore their potentials and possibilities.
- xiii. Provide easy access to informational and other resources to the community members for effective participation in Gram Sabhas and PRIs.
- xiv. To increase women's participation in the functioning of PRI institutions and village level institutions like Anganwadi Centres.
- xv. Mobilize women to participate in Gram Sabha meetings.
- xvi. Organize community meetings (for instance: through *NarikiChaupal/NariAdalat*) to engage with the community to build awareness about social issues, facilitate

discussions on issues concerning women. The existing platform of Gram Sabha/ Mahila Sabha/Village Health Sanitation & Nutrition Committee (VHSNC)/ Village Health and Nutrition Day (VHND) may be used.

- xvii. To organize meetings of the State/ District/ Block Level Convergence Committees to highlight issues related to women and provide solutions and to ensure effective monitoring of convergence efforts at the grass root level.
- xviii. Coordinate and encourage involvement of retired citizens in various activities related to women empowerment
- xix. Facilitate grievance redressal through articulation and follow-up cases in right forums such as Panchayats, One Stop Centre, VHSNC/VHND.
- xx. Coordinate with other local Civil Society Organizations (CSOs)/Non-Governmental Organizations (NGOs) and their staff working in the same region to utilize opportunities for collaboration.
- xxi. Grassroots coordination among women SHGs/ other women collectives under different programs.
- xxii. Any other activity assigned by the MWCD/ State/ District in furtherance of the above.

During the course of implementation of the scheme, State Governments as well as implementing organizations will establish necessary linkages with other programmes such as non-formal Education, Skill Development and other programmes of the States as well as of the Government of India. Necessary support will be provided by NHEW at State/ District level.

All the implementing organizations will coordinate with

- i. NACO, State AIDS Control Societies and district hospitals to take care of the needs of the residents infected/affected by HIV/AIDS. Similar arrangement may be made with the concerned authorities/ agencies for assisting the women affected by Tuberculosis (TB) to achieve the target of making India TB free. The women affected by any other disease will also be assisted with necessary support. HEW at State/ District level will coordinate with concerned agency/ authority and provide support for these purposes.
- ii. State Governments will nominate suitable agencies for orientation programmes for the functionaries of the Centre to improve the quality of services to be provided in the

Rehabilitation Centre. Necessary supports will be provided by HEW at State/ District level.

- iii. The implementing agency should display the facilities available besides name and telephone numbers of all relevant District level officers, in the local language, at a prominent place in the Shakti Sadan.

### **3 FRAMEWORK OF IMPLEMENTATION**

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

Mission Shakti does not envisage creation of regular posts. However, wherever required, for smooth functioning of the Mission Shakti, the Central Government will provide financial assistance to States/ UTs/ Districts for hiring of manpower. There shall be a single PMU for the Umbrella Scheme at Central/ State/ District level set up under the 'Samrthya Scheme' as detailed above in Para 7. The required number of regular officers/staffs for implementation of Mission Shakti shall be provided by the MWCD at Central level. Similar arrangements may be made at State/District level.

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

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

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

Contractual Staff, if any, will not be paid wages at a rate lower than the prescribed minimum wages by the States/UTs for the relevant skills/ knowledge sets. The social security benefits

such as EPF, ESIC, or any other statutory benefits need to be extended to staff engaged by the State/ District, as per extant provisions of law.

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

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

## **3.2 INSTITUTIONAL ARRANGMENTS AT CENTER, STATE AND DISTRICT LEVEL**

### **3.2.1 CENTRAL LEVEL**

A committee headed by the Secretary, Ministry of Women and Child Development with will be the Apex Committee to review implementation of the Scheme at regular intervals with the State Governments/UT administrations and to monitor quality norms (for both infrastructure as well as services provided under the scheme) as laid down in the guidelines. Wherever felt necessary, the projects will be inspected by the officers of the Ministry of WCD and/ or any other agency authorised by the Apex Committee. Further, the Ministry will monitor the scheme through a dedicated Portal (to be created). The members of the Committee are as under;

- a. Financial Advisor, MWCD
- b. Joint Secretaries in Ministry looking after component of Mission Shakti.
- c. Representative of Ministry of Health and Family Welfare
- d. Representative of Department of School Education and Literacy
- e. Representative of Department of Higher Education
- f. Representative of Ministry of Science of Technology
- g. Representative of Ministry of Skill Development and Entrepreneurship
- h. Representative of Department of Financial Services
- i. Representative of Ministry of Electronics and Information Technology
- j. Representative of Ministry of Home Affairs
- k. Representative of Department of Youth Affairs

- l. Representative of Department of Sports
- m. Representative of Ministry of Tribal Affairs
- n. Representative of Department of Social Justice and Empowerment
- o. Representative of Department of Empowerment of Persons with Disabilities.
- p. Representative of Ministry of Minority Affairs.
- q. Representative of National Legal Services Authority.
- r. Any other members co-opted by the Committee

The Committee shall meet at least once in a year preferably in the month of April and monitor the projects/ schemes. The Committee will finalize the Annual Action Plan for the Central Government as well as approvals for States Annual Action Plan under various components of the Scheme.

### **3.2.2STATE LEVEL**

The overall implementation of the Scheme at State/UT level will be done by a Committee headed by the Chief Secretary. The committee will be serviced by the Department of Women and Child Development/ Social Welfare Department of concerned States/ UTs. The other members of the Committee would be nominated by the Chief Secretary drawing officers from relevant departments like education, health, police, skill development, Banks/ FIs etc on the same line as the National Level Committee. The Committee shall meet at least twice a year and monitor the projects/ schemes. The Committee will also prepare the Annual Action Plan for the State under various components of the Scheme. Continuation of grant to any agency would depend on the satisfactory performance as assessed by the State/ UT level Committee.

### **3.2.3DISTRICT LEVEL**

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



satisfactory performance as assessed by the district level Committee. The Committee shall meet at least once in a quarter.

### 3.3 FUNDING PATTERN

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

### 3.4 BUDGETARY PROVISION

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

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

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

When the BBBP scheme was launched in 2014-15, as per the HMIS data of MoH&FW, SRB at National Level was 918. Further, as per the World Health Organization (WHO), the international standard for natural sex ratio at birth is 952. In the last 5 years, many districts have shown improvement in SRB. However, more efforts are required in districts having SRB less than or equal to 918 as on 2020-21 as per HMIS data. Hence, keeping in mind the differential SRB status of districts as on 2020-21, three brackets for release of funds under BBBP component have been prescribed. The districts with SRB less than or equal to 918 will be provided assistance of Rs.40 Lakh per year, districts having SRB from 919 to 952 will be provided assistance of Rs. 30 lakh per year and districts having SRB more than 952 will be provided assistance of Rs. 20 lakh per year.

### 3.5 FUND FLOW

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

The recurring grant for all component except BBBP will be released in bi-annual instalments or as may be prescribed. Under BBBP component, the grant will be released in one instalment in a year. Further release of recurring grant will be done upon receipt of Utilization Certificate (UC) and Statement of Expenditure (SoE) for grant released as per the provisions of General Financial Rules (GFR). The construction grant will be released in two instalments; the second instalment upon receipt of utilization certificate and statement of expenditure for the full amount of first instalment as well as upon physical progress of not less than 50% of the same duly supported by photographs. Any interest accrued upon the grant released by the Central Government is required to be deposited in the Consolidated Fund of India as per the prescribed procedure. Proforma of Utilization Certificate (UC) and Statement of Expenditure (SoE) for grant released as per the provisions of General Financial Rules(GFR) is at **Annexure-VI**.

### 3.6 APPROVAL OF THE PROPOSAL

A **Programme Approval Board (PAB)** shall be constituted in the Ministry of Women and Child Development. The financial proposal of the States/UTs under the Scheme will be

approved by this Board. The PAB will be headed by the Secretary, Women and Child Development and will comprise of the following members:

- Financial Advisor, Ministry of Women & Child Development
- Additional Secretary/Joint Secretary of the concerned Bureau in the MWCD
- Director/Deputy Secretary of concerned Division, Ministry of WCD
- Representative of the concerned State Government
- Any other expert/statutory body/invitees as co-opted by Chairperson

The PAB shall be the final authority for accepting, reviewing, and sanctioning of proposals for assistance under the scheme. Proforma for submitting proposal for setting up institutions (One Stop Centre (OSC)/ Shakti Sadan/ Shakti Niwas/ Palna) under Mission Shakti is at **Annexure-VII**.

### **3.7 TRAINING & CAPACITY-BUILDING**

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

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

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

## 4.1 MONITORING AND FEEDBACK

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

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

**Geo-tagging:** All institutions supported by the Ministry would be geo tagged in order to map, analyse and monitor on a real time basis. The locations, address and contact details would be placed on a unified portal for Mission Shakti and Umang App, or similar platforms, for easy access of information by end users and different stakeholders. Moreover, procedure for biometric attendance for duty bearers as well as beneficiaries shall be made compulsory. The Ministry will issue SoP for this purpose separately.

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

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

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

## 4.2 REPORTING

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

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

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

## 5 DATA PROTECTION AND AUDITING

### 5.1 DATA PROTECTION

All the Mission related documents and information shall be stored on a server placed within the territory of India only and it shall be ensured that necessary firewalls are in place. Adherence to the guidelines issued by NIC or any other Government Agency shall be mandatory at all levels. The details and photographs of victims of violence, trafficking or in

distress shall not be shared with anyone, except with the law enforcement agency/ judiciary or any other government authorized agency with their consent.

## **5.2 AUDIT AND SOCIAL AUDIT**

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

## **5.3 MANDATORY CONDITIONS**

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

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

## **6 CONVERGENCE**

Mission Shakti aims to pursue convergence strategy efficiently and effectively through schemes and efforts to realize desired outcomes.

## 6.1 CONVERGENCE UNDER BBBP

All Central Ministries/Departments to use BBBP Logo in all Schemes /Programs /Initiatives, places and printing materials such as books, stationary items, banners etc. to give wider publicity and awareness about BBBP. An illustrative convergence matrix is as under:

S. No.	Ministries/ Department	Area of convergence with BBBP
1	<b>Department of School Education and Literacy, Ministry of Education</b>	<ul style="list-style-type: none"> <li>(i) Facilitate construction &amp; maintenance of functional toilet for girls in schools;</li> <li>(ii) Campaign to re-enroll girls dropped out of secondary schools;</li> <li>(iii) Equipping teachers to impart education in a gender sensitive manner</li> <li>(iv) Training young and adolescent boys about gender equality</li> <li>(v) Campaign for increased participation of girls in vocational training in schools. Kasturba Gandhi Balika Vidyalaya (KGBV) to be included for vocational education</li> <li>(vi) National Means cum Merit Scheme</li> <li>(vii) Self Defence Training</li> </ul>
2	<b>Ministry of Health and Family Welfare</b>	<ul style="list-style-type: none"> <li>(i) Conduct awareness campaigns and sensitization of all the stakeholders, including public, about PC&amp;PNDT Act, MTP Act</li> <li>(ii) Conduct decoy operation and provide rewards to informers</li> <li>(iii) Convergence for Nutrition and Health Education including menstruation hygiene behaviour.</li> </ul>
3	<b>Ministry of Skill Development and Entrepreneurship</b>	<ul style="list-style-type: none"> <li>(i) Increase the enrolment of girls in skilling programmes in each district through PMKVY</li> <li>(ii) Connecting Girls/Women entrepreneurs to finance and market</li> </ul>

<b>S. No.</b>	<b>Ministries/ Department</b>	<b>Area of convergence with BBBP</b>
4	<b>Department of Youth Affairs, Ministry of Youth Affairs and Sports</b>	<ul style="list-style-type: none"> <li>(i) Awareness and Community Mobilization through NSS and NYKS Volunteers;</li> <li>(ii) To utilize the services of NYKS and NSS for the awareness of BBBP</li> <li>(iii) Use BBBP logo for the schemes run by Department of Youth Affairs.</li> </ul>
5	<b>Department of Sports, Ministry of Youth Affairs and Sports</b>	<ul style="list-style-type: none"> <li>(i) To identify sporting talent among girls, and to promote female participation in sports on equal footing;</li> <li>(ii) To encourage successful sports persons to become brand ambassadors for spreading BBBP message at grassroots level</li> <li>(iii) To give BBBP branded award to the best girl in sports in schools.</li> </ul>
6	<b>Department of Rural Development</b>	<ul style="list-style-type: none"> <li>(i) Convergence under State Rural Livelihood Mission (SRLM)</li> <li>(ii) Convergence with Social Action Committee</li> </ul>
7	<b>Ministry of Panchayati Raj</b>	<ul style="list-style-type: none"> <li>(i) Form community watch groups for identifying the illegal practice of sex selection;</li> <li>(ii) Develop Girl Friendly Panchayat on a pilot basis.</li> </ul>
8	<b>Ministry of Housing and Urban Affairs</b>	Form community watch groups for identifying the illegal practice of sex selection;
9	<b>Ministry of Home Affairs</b>	<ul style="list-style-type: none"> <li>(i) Identify police personals as BBBP Champion</li> <li>(ii) For Police outreach in schools and colleges through Mahila Police Help Desks at the District level.</li> </ul>
10	<b>Office of the Registrar General of India</b>	Ensure 100% birth registration of each child born



S. No.	Ministries/ Department	Area of convergence with BBBP
11.	Ministry of Corporate Affairs, Ministry of Labour and Employment, LBSNAA, ASSOCHAM, FICCI	Creation of Internal Committee under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act(POSH)
12	Ministry of Minority Affairs	Engaging with minority community for promoting higher education and skill development of girls.

## 6.2 CONVERGENCE UNDER PMMVY

The implementation of PMMVY requires close coordination with the following Departments. VHSND would be the platform for convergence of services from different Departments.

### i. Health Department:

- Ensuring MCP cards are available and used.
- Ensuring timely ANC of pregnant women and vaccination of child
- Promote ANC done under the PradhanMantriSurakshitMatritvaAbhiyan (PMSMA)
- Promoting institutional delivery, early initiation of breastfeeding, colostrum feeding and exclusive breastfeeding for first six months.
- Organizing sensitization and training programs for PMMVY for all concerned staff.

### ii. Panchayati Raj Institutions:

- Organizing community awareness events.
- Providing additional incentives to mothers through their own funds.
- Conducting social audits/addressing grievances.
- Ensuring registration of Child Birth

- iii. **UIDAI:** The beneficiaries without Aadhaar may be provided Aadhaar number.
- iv. **Information / Public Relations Department:** Publicity and mass reach through - All India Radio, Song and Drama Division, Directorate of Advertising and Visual Publicity (DAVP), Division of Field Publicity, State IEC Bureau, Print Media, Regional TV channels, social media etc.
- v. **Lead State and District Post Office/Banks:** For opening of JAM Account (Jan-Dhan accounts seeded with Aadhaar and Mobile number) for PMMVY beneficiaries and devising appropriate cash transfer mechanism for smooth transactions in all the districts.
- vi. **State Training Institutes/Medical Colleges** for ensuring their training curriculum includes training on the PMMVY.

## ANNEXURES

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

OSC

Sl. No.	Facilities/ amenities to be	Frequency
---------	-----------------------------	-----------

	<b>provided</b>	
1	Medical aid	As per need
2	Police assistance	As per need
3	Legal aid/case management	As per need
4	Psychosocial Counselling	As per need
5	Sanitary Napkin	As per need
6	Temporary Shelter	maximum 5 days on need basis
7	Food	Breakfast, Lunch, afternoon refreshment and Dinner
8	Toiletries	As per need

## WHL

<b>Sl. No.</b>	<b>Facilities/ amenities to be provided</b>	<b>Frequency</b>
1	Connecting to OSC/ Counsellors	As per need
2	Connecting to ERSS-112	As per need
3	Connecting to NALSA Helpline for Free Legal Service	As per need
4	Connecting to Police (100),	As per need
5	Connecting to Fire (101)	As per need
6	Connecting to Women helplines of States/UTs (1091),	As per need
7	Connecting to hospital/Ambulance (102),	As per need
8	Connecting to Child helpline (1098)	As per need

<b>SHAKTI SADAN</b>		
<b>S. No.</b>	<b>Facilities/amenities to be provided</b>	<b>Frequency /details</b>

1.	Food	Breakfast, Lunch, Afternoon refreshment and Dinner
2.	Clothing	Once in a year
3.	Medical Aid	Health Check-up once a week by visiting doctor. Otherwise on need basis
4.	Sanitary Napkin	On need basis subject to maximum 10 per resident per month
5.	Pocket Money	As per Scheme Guidelines
6.	Recreational activities	As per Scheme Guidelines
7.	Vocational training under NCVT approved plan	Need basis
8.	Legal Aid	Need Basis
9.	Psycho-social Counselling	Need Basis
10.	Toiletries	Need Basis
11.	PM Jan Dhan Yojana Bank Account	To be arranged through Local Bank
12.	Ayushmann Bharat Health Card	To be arranged through Health Department
13.	Education	E-learning and Open Schooling to be arranged in consultation with Department of Education.

**SAKHI NIWAS**

<b>S. No.</b>	<b>Facilities/amenities to be provided</b>	<b>Frequency /details</b>
1.	Food	Breakfast, Lunch, Afternoon refreshment and Dinner (to be arranged by implementing agency on paid basis)
2.	Medical Aid	Need basis (to be arranged by implementing agency on paid basis)
3.	Security	To be arranged by implementing agency
4.	Group activities	To be arranged by implementing agency, as per requirement
5.	Creche/Day care facility	Need basis (paid services)

## **Annexure-II-Procedure to be followed for services under PMMVY**

The following procedure shall be followed under PMMVY for processing of the cases to ensure that the payment of the instalment is made in the account of the eligible beneficiary preferably within 30 days of registration and submission of the claim along with complete details of fulfilment of the conditionalities under the scheme.

### **1. Registration under the Scheme:**

- I. The eligible women desirous of availing maternity benefits are required to register under the scheme at the Anganwadi Centre (AWC)/approved Health facility depending upon the implementing department for that State/UT.
- II. For registration, the beneficiary shall submit the prescribed application Form 1-A, complete in all respects, along with the relevant documents and undertaking/consent duly signed by her at the AWC/ approved Health facility. While submitting the form, the beneficiary will be required to submit her Aadhaar details with her written consent, her/husband/family member's Mobile Number and her Bank/Post Office account details.
- III. The prescribed form(s) can be obtained from the AWC/ approved Health facility free of cost. The form(s) can also be downloaded from the website of Ministry of Women and Child Development (<http://wcd.nic.in>) and submit the same at Aanganwadi Centre/ approved health facility
- IV. Brief instructions on filling up of the prescribed form(s) are as follows:
  - i. For registration and claim of first instalment, duly filled Form 1-A along with copy of MCP Card (Mother and Child Protection Card), Proof of Identity of Beneficiary (Aadhaar Card or permitted Alternate ID Proof) and Bank/ Post Office Account details of the beneficiary is required to be submitted.
  - ii. For claiming second instalment, beneficiary is required to submit duly filled up Form 1-C along with copy of child birth registration and copy of MCP card showing that the child has received first cycle of immunization or its equivalent/substitute.
  - iii. In case a beneficiary has complied the conditionalities stipulated under the scheme but could not register/submit claims within the stipulated time can submit claim(s) as given at para 6.47
  - iv. The AWW / ASHA / ANM will facilitate opening of the beneficiary's Aadhaar seeded Bank / Post Office account in case she does not already have

the same in her name or seeding the existing Bank / Post Office account with Aadhaar.

- v. The beneficiary may submit Form 2-A for seeding of her Bank Account with her Aadhaar, if not seeded earlier.
- vi. The beneficiary may submit Form 2-B for seeding of her Post Office Account with her Aadhaar, if not seeded earlier.
- vii. Even if the beneficiary does not have the Aadhaar, the AWW / ASHA/ ANM will ensure opening of the Bank / Post Office Account and facilitate getting the Aadhaar Card.
- viii. The beneficiary/ may submit Form 2-C to enrol for Aadhaar or update the details registered with UIDAI.
- ix. Beneficiary may submit Form 3 for updating/change of details registered under the scheme in the following conditions:
  - a. Change in address and/or mobile number;
  - b. Inclusion of Aadhaar Number of Beneficiary in case it is not provided at the time of registration;
  - c. Change in Bank/ Post Office Account;
  - d. Change in name as in Aadhaar;

**If the beneficiary and does not have Aadhaar, she can provide an Aadhaar EID number or register their request for Aadhaar enrolment (Form 2-C) along with any proof of identity in Form 1-A.**

## **2. Fund Flow and Disbursing Mechanism**

- I. Funds under the Scheme will be transferred from MWCD through PFMS in dedicated Escrow Account maintained by the State/UT at State/UT level. The State/UT will also credit their respective share to this Escrow account as per the cost sharing ratio between the Centre and State/UT. The fund available in the dedicated Escrow account are meant for transfer to the beneficiaries under the scheme. In no case, the funds from this account should be diverted for any other purpose. The funds from this account shall be transferred to the beneficiaries through PFMS in DBT mode.
- II. To meet the administrative and other expenditures the funds shall also be transferred by MWCD to the States/UTs as per schematic norms through PFMS in the State/ UT treasury. The State/UT after crediting their respective shares shall make it available to the Department for smooth implementation of the scheme.

- III. The State/UT shall ensure that sufficient fund is maintained in escrow account for making payment to the beneficiaries.

### **3. Escrow Account**

- I. To ensure dedicated and timely availability of funds to the beneficiaries, without parking of funds at the State/UT level, States/UTs shall maintain a State/UT level Escrow Account for the Scheme. The fund transfer from Government of India and State/UT will be to this account for the further transfer to beneficiary's account.
- II. The States/UTs after opening the Escrow account for PMMVY shall submit the detail to MWCD as per prescribed format jointly signed by the Secretary concerned and the bank authority. The prescribed format is at Form 5-A.
- III. MWCD shall transfer the fund to this dedicated Escrow account.
- IV. This account is mandatorily required to be an escrow account and must be opened in a bank as per instructions issued by Ministry of Finance for banking arrangements of the State/District Level Implementing Agencies handling Central Sector/Centrally sponsored Schemes of various Ministries of Government of India vide O.M. No. S-11012/3(1) Bank/Ref. Case/2010/RBD/1688-1772 dated 10.11.2016 (Annexure I).
- V. For initiation of payment from the Escrow account to the beneficiaries, the State/UTs shall appoint a State/UT level Nodal officer (NO) who will obtain Digital Signature Certificate (DSC) well in advance to process the payment to beneficiaries.
- VI. Any changes in the authorized signatory must be in conformity with the banking regulations.
- VII. The amount due for payment to the eligible beneficiaries on fulfilment of conditionalities will be available to the nodal officer through PMMVY-CAS. To avoid delay, the Nodal officer shall initiate payment to the beneficiaries at least twice a week.
- VIII. The payment to the beneficiaries shall be made on 'first-in-first-out' basis.

### **4. Sanctioning Authority**

- I. In States/UTs where the scheme is being implemented by Department of Women & Child Development/ Social Welfare, CDPO, Anganwadi services shall be the approving authority for payment to be made to the eligible beneficiaries fulfilling the conditionalities of the scheme. He/ She will be

responsible for correctness of the list submitted for payment to authority initiating payment at the State/UT level.

- II. Similarly, in the States/UTs where the scheme is being implemented by H&FW Department, the MO, at Block level shall be the approving authority for payment to be made to the eligible beneficiaries fulfilling the conditionalities of the scheme. He/ She will be responsible for correctness of the list submitted for payment to authority initiating payment at the State/UT level.
- III. All the payments to the beneficiary shall be made only through the Direct Benefit Transfer (DBT) mode.
- IV. All the payment will be initiated by the officer who is the designated owner of the escrow account through PFMS.

## **5. Disbursement Mechanism**

- I. The State Government/UT Administration shall project the number of prospective beneficiaries and their requirement of funds and submit it to MWCD by 31st December for the next Financial Year.
- II. On the basis of the approval, Government of India will release funds in four quarterly instalments for the implementation of the PMMVY to the States/UTs. The first two instalments will be released on notional basis and subsequent instalment upon submission of Statement of Expenditure by the State/UT based on the actual expenditure reflected therein.

## **6. Reporting, Monitoring and Evaluation**

### **Records**

The beneficiary records contain sensitive and personal information and should be kept in custody of authorized personnel only. The documents containing personal details of the beneficiary should never be placed on notice board for information of public.

### **Guidelines for Record Retention**

All the physical forms/registers need to be stored in a safe place by the official in possession of the document (field functionaries, CDPO/MO, Supervisor/ANM etc.) and will be shared/transferred with/to authorised personnel only, if the sharing/transfer is justified under the guidelines of the scheme.



The application forms received under Form Series 1, 2 and 3 should be destroyed after three years from date of archiving of these documents.

Form4 (PMMVY Register) may be retained up to 5 years and thereafter the same may be destroyed.

Entitlements under the scheme, eligibility criteria and list of beneficiaries should be pasted at the AWC/ Village to maintain transparency. It would be ensured that Aadhaar, Bank/Post-Office account and other personal details of beneficiaries are not made public as stipulated under the provisions of IT Act, 2000 and Aadhaar Act, 2016.

Further for Social Audits, the PMMVY should be an agenda point during the Gram Sabhas. Wherever possible, special Women Gram Sabhas (MahilaSabhas) may be convened by the Women Sarpanch/ Panchayat member. During the MahilaSabhas, names of the PMMVY beneficiaries should be informed to the community members by the Anganwadi Worker/Member Secretary of Village-level PMMVY Steering and Monitoring Committee (refer Annexure K). Representatives of Women SHG-Federations, Bank, Post office and District PMMVY Cell may also be invited to these meetings. MahilaSabha meetings may be held twice a year.

In areas where MahilaSabhas are not in existence, the PMMVY Steering and Monitoring Committee at village-level may hold such a meeting by inviting community members.

## **Evaluation**

NITI Aayog may do evaluation on the efficacy of PMMVY 2.0 and suggest mid-course corrections, if any, which will be reviewed and worked upon by MWCD.

## **7. Capacity Building & Information Education and Communication (IEC) activities**

- I. Separate provisions have been made under the scheme at State/UT and District level (State/UT PMMVY Cell and District PMMVY Cell) for each State/UT for Capacity Building and IEC activities.
- II. All functionaries of PMMVY right from State/UT level up to grass root workers need to be sensitized on PMMVY. Wherever possible, these sensitization workshops should be organized in coordination/jointly with the Health Department as health services provision is a significant part of the PMMVY.

- III. IEC activities at sector/project/district level and State/UT level shall be organized for spreading awareness about the scheme and sensitizing all concerned. A one-page pamphlet informing the intended beneficiaries about the scheme, criterion to be met to receive the financial benefits and mechanisms to receive the money and from whom and when may be considered to be distributed to the service providers and beneficiaries.
- IV. Advertisements as IEC may be used to spread mass awareness about the scheme.

**All the forms and report template are added below**

**Form 1-A- APPLICATION FOR REGISTRATION UNDER PMMVY AND CLAIM FOR  
FIRST INSTALMENT**

\*Mandatory fields

**PERSONAL DETAILS**

**1. Beneficiary Details**

i. Does Beneficiary have an Aadhaar card?\*  Yes ;  No

**If Yes,**

ii. Name of Beneficiary (as in Aadhaar Card)\*: \_\_\_\_\_

iii. Aadhaar Number\*: \_\_\_\_\_  
(Enclose copy of Aadhaar Card)

**If No,**

iv. Aadhaar Enrolment ID (EID):  
\_\_\_\_\_

v. Name of Beneficiary (as in Identity Card)\*: \_\_\_\_\_

vi. Identity Number\*: \_\_\_\_\_  
(Enclose copy of Identity Card)

vii. Identity Proof provided:

- a) Bank or Post Office photo passbook
- b) Voter ID Card
- c) Ration Card
- d) Kishan Photo Passbook
- e) Passport
- f) Driving License
- g) PAN Card
- h) MGNREGS Job Card
- i) Her husband's Employee Photo Identity Card issued by the Government or any Public Sector Undertaking.
- j) Any other Photo Identity Card issued by State Government or Union Territory Administrations.
- k) Certificate of identity with photograph issued by a Gazetted Officer on official letterhead;
- l) Health Card issued by Primary Health Centre (PHC) or Government Hospital;
- m) Any other document specified by the State Government or Union Territory Administration

**3. Address (Present Residence Address) \*:**

House No/ Bldg./Apt.	Street/Road/Lane
Landmark	Area/locality/sector
Village/Town/City	Post Office
District	Sub-District
State/UT	PIN CODE

4. Mobile No: \_\_\_\_\_

5. Number of living child prior to the pregnancy/delivery for which claiming benefits under the scheme\*: \_\_\_\_\_

6. Applying for 1<sup>st</sup> Child / 2<sup>nd</sup> Child (in case it is a Girl child)\*: \_\_\_\_\_

7. Applying for\*: 1<sup>st</sup> Instalment  ; 2<sup>nd</sup> Instalment

8. Last Menstrual Period (LMP) Date\*: \_\_\_\_\_ (dd/mm/yyyy)  
(enclose copy of MCP card) (this field is mandatory for claiming 1<sup>st</sup> and/or 2<sup>nd</sup> installment)

9. Date of registration of MCP card at AWC/ Village / Approved Health Facility\*: \_\_\_\_\_ (dd/mm/yyyy) (enclose copy of MCP card)

10. Category\*: SC/ST/ OTHERS

11. Details of Bank / Post Office Account (enclose copy of page of Passbook showing name, account number and bank name) \*:

i. Name as in Bank / P.O. Account:

\_\_\_\_\_

ii. Account Number:

\_\_\_\_\_

iii. Bank Name/ I.P.P.B Branch Name:

\_\_\_\_\_

iv. Branch Name (in case of Bank Account):

\_\_\_\_\_

v. IFSC Code (in case of a Bank Account):

\_\_\_\_\_

vi. Address of P.O.(in case of P.O):

\_\_\_\_\_

vii. PIN Code of P.O. (in case of P.O): \_\_\_\_\_

viii. Is the P.O/ Bank Account Aadhaar seeded?  Yes  No

12. Was the beneficiary enrolled in PMMVY 1.0?  Yes  No

13. If yes, please put  $\surd$  on the instalment already applied for by beneficiary under PMMVY 1.0.

None  1<sup>st</sup> Instalment (₹ 3000/-)  2<sup>nd</sup> Instalment (₹ 3000/-)

14. Health ID of beneficiary: \_\_\_\_\_

**15. Undertaking by Beneficiary\***

I, hereby, solemnly affirm as follows:

- a. that I am not an employee of the Central/ State Government/ Public Sector Undertaking,
- b. that I am not eligible for maternity benefits through my employer,
- c. Select any one of below,

**i. Beneficiary having Aadhaar**

I hereby give my consent in accordance with the Aadhaar Act, 2016 and regulations thereof for using my Aadhaar to establish and authenticate my identity and verify information given by me to the respective sources to avail the benefits under the PMMVY. The Department shall not further share my identity information to any other entity or for any other purpose without my specific consent.

**Or**

**ii. Beneficiary without Aadhaar**

I am providing a valid identification, in lieu of Aadhaar, I affirm that I do not have an Aadhaar as on the date of this application. I affirm that I have

applied for obtaining my Aadhaar number and have furnished my Aadhaar Enrolment ID (EID) for the same and agree to furnish my Aadhaar details as soon as it is available to me. If I have not provided my enrolment ID it is only because I have not been able to enrol for Aadhaar although I am willing to do so. I also provide my consent for making use of my other identification for availing the benefit under this scheme.

- d. That I have not used Aadhaar or other identification in violation of the provisions under this scheme.
- e. The bank account details provided by me are for my personal unshared bank account only.
- f. I give my consent for use of information regarding my pregnancy in order to avail benefits under this scheme.
- g. The information provided by me in all PMMVY forms for claiming benefits under PMMVY is correct and if found incorrect, I understand that I would be liable to appropriate legal action.
- h. I also confirm that I would be providing correct information for all matters related to claiming of instalments under PMMVY in the future as well.

The aforesaid statements made by me are true, complete and correct to the best of my knowledge.

**Signature/Thumb Impression of beneficiary**  
**Place**

**Date**

**Details to be filled by Anganwadi Worker / ASHA /ANM\***

16.	Details of Anganwadi Centre/Approved Health Facility			
	Anganwadi Centre	Name/Approved	Health	Facility
	Name: _____			
	Anganwadi Centre Code*: _____			
	Village/Town Name: _____			
	Village Code*: _____			
	Anganwadi Worker / ASHA /ANM Name*: _____			
	Post Office Name: _____			
	Project: _____			
	District*: _____			
	State/UT*: _____			

17. Checklist of documents enclosed:

S.No	Document to be enclosed (Photocopy to be enclosed)	Document Enclosed Yes- Y No – N Not Applicable- NA
1	Aadhaar Card of beneficiary	
2	Identity Card of beneficiary (in case Aadhaar not available)	
3	Aadhaar Enrolment slip of beneficiary (in case Aadhaar not available)	
4	MCP Card	
5	Page of Pass Book showing name, account number and bank name	

**Date of Registration under PMMVY at Anganwadi Centre /Village (dd/mm/yy)\*: -----**  
**--/-----/-----**

**Date of submission to Supervisor / ANM (dd/mm/yy)\*: -----/-----/-----**

**Signature**

**Date**

**Place**

**Verification by Supervisor / ANM\***

I, Smt. \_\_\_\_\_ have verified the information captured in this form and that the form is duly complete.

<b>Signature</b>	<b>Date</b>	<b>Sector Code</b>
----- ✂ ----- ✂ ----- -----		

**Acknowledgement to be given to the beneficiary\* (by Anganwadi Worker / ASHA /ANM)**

Village/Town Name: \_\_\_\_\_

Anganwadi Centre Code\*: \_\_\_\_\_

Village Code\*: \_\_\_\_\_

Anganwadi Worker / ASHA /ANM Name\*: \_\_\_\_\_

Post Office Name: \_\_\_\_\_

Sector Name: \_\_\_\_\_

Project/Health Block Name: \_\_\_\_\_

District: \_\_\_\_\_

State/UT\*: \_\_\_\_\_

Smt.\* \_\_\_\_\_ (Name) has submitted duly filled **Form 1-A** along with documents as per checklist on \_\_\_\_\_ (Date).

<b>Signature</b>	<b>Date</b>	<b>Place</b>
_____		



Form 1-B - APPLICATION FORM FOR CLAIM OF SECOND INSTALLMENT UNDER  
PMMVY

(FILLED UP FORM SHOULD BE SUBMITTED TO AUTHORISED PERSONS  
ONLY)

**Mandatory fields\***

1. Name of beneficiary\*: \_\_\_\_\_

2. Aadhaar/ Identity number of beneficiary\*: \_\_\_\_\_

Identity Proof provided (tick one, as appropriate):

- a) Bank or Post Office photo passbook
- b) Voter ID Card
- c) Ration Card
- d) Kishan Photo Passbook
- e) Passport
- f) Driving License
- g) PAN Card
- h) MGNREGS Job Card
- i) Her husband's Employee Photo Identity Card issued by the Government or any Public Sector Undertaking;
- j) Any other Photo Identity Card issued by State Government or Union Territory Administrations;
- k) Certificate of identity with photograph issued by a Gazetted Officer on official letterhead;
- l) Health Card issued by Primary Health Centre (PHC) or Government Hospital;
- m) Any other document specified by the State Government or Union Territory Administration

**Note: Alternate ID for claiming this installment will be accepted only in Jammu and Kashmir, Assam and Meghalaya.**

3. Date of delivery\*: \_\_\_\_\_

4. Did the delivery take place in a Government approved facility?\*:      Yes      No

a. If yes, Name of Government approved facility \_\_\_\_\_

5. Tick yes, if already registered under the scheme:      Yes      No (If no, then fill Form 1-A) (If yes, enclose copy of Acknowledgement Slip)\*

6. Gender of Child/ Children\*:

a.  Male       Female      (Please tick)

In case of multiple births, fill the following:

- b.  Male     Female    (Please tick)    (in case of twins)
- c.  Male     Female    (Please tick)    (in case of triplets)
- d.  Male     Female    (Please tick)    (in case of quadruplets)

**7. First cycle of Vaccinations given\*:**

- a. **BCG or equivalent/substitute:**    Yes    No
- b. **OPV or equivalent/substitute:**    Yes    No
- c. **DPT or equivalent/substitute:**    Yes    No
- d. **Hepatitis- B or equivalent/substitute:**    Yes    No

**8. Date of completion of first cycle of vaccinations\*:** \_\_\_\_\_

**9. Tick 'Yes' if beneficiary reports case of any previous still births:**    Yes    No

**10. Enclose copies of\*:**

- a. Child Birth Certificate
- b. MCP card with immunization details

**11. Health ID of beneficiary:** \_\_\_\_\_

---

**12. Details to be filled Anganwadi Worker / ASHA /ANM**

Anganwadi    Centre    Name/Approved    Health    Facility    Name:

\_\_\_\_\_

Anganwadi Centre Code\*:

\_\_\_\_\_

Village/Town Name:

\_\_\_\_\_

Village Code\*:

\_\_\_\_\_

Anganwadi    Worker    /    ASHA    /ANM    Name\*:

\_\_\_\_\_

Post Office Name:

\_\_\_\_\_

Project:

\_\_\_\_\_

District\*:

\_\_\_\_\_

State/UT\*: \_\_\_\_\_

Date of Claiming 3<sup>rd</sup> Instalment by beneficiary\*: -----/-----/-----

Date of submission to Supervisor / ANM\*: -----/-----/-----

13. **Checklist of Documents enclosed:**

S.No	Document to be enclosed (photocopy to be enclosed)	Document Enclosed Yes- Y
1	Aadhaar Card of beneficiary	
2	MCP Card with immunisation Details	
3	Child Birth Certificate	
4	Acknowledgement Slip	

**Signature/Thumb Impression** \_\_\_\_\_ **Date** \_\_\_\_\_ **Place** \_\_\_\_\_

**Verification by Supervisor / ANM\***

I, Smt. \_\_\_\_\_ have verified the information captured in the form and that the form is duly complete.

**Signature** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **Sector Code** \_\_\_\_\_  
----- ✂ ----- ✂ -----

**Acknowledgement to be given to beneficiary\* (by Anganwadi Worker / ASHA /ANM)**

**Village/Town Name\*:** \_\_\_\_\_

**Anganwadi Centre Code\*:** \_\_\_\_\_

**Village Code\*:** \_\_\_\_\_

**Anganwadi Worker / ASHA /ANM Name\*:** \_\_\_\_\_

Post Office Name: \_\_\_\_\_

Sector Name: \_\_\_\_\_

Project/health Block Name: \_\_\_\_\_

District\*: \_\_\_\_\_

**State/UT\*:** \_\_\_\_\_

Smt.\* \_\_\_\_\_ (Name) has submitted duly filled **Form 1-C** along with documents as per checklist on \_\_\_\_\_ (Date).

**Signature**

**Date**

**Place**

**PMMVY Form 2: Facilitation for documents required**

**(FILLED UP FORM SHOULD BE SUBMITTED TO AUTHORISED PERSONS ONLY)**

**Form 2-A - APPLICATION FORM FOR AADHAAR SEEDING OF BANK ACCOUNT OF BENEFICIARY**

*(Form-Filling and Submission to Bank to be facilitated by AWW/ASHA /ANM)*

***Mandatory fields\****

**BANK**

The Branch Manager

Bank .....

Branch.....

Date (dd/mm/yy):

Dear Sir/Madam,

**Seeding of Aadhaar / UID Number with the account**

Bank Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I am maintaining a Bank Account in name with above mentioned bank account number with your Branch

(Branch name.....). I submit my Aadhaar number and voluntarily give my consent to;

- Seed my Aadhaar/UID number issued by the UIDAI, Government of India in my name with my aforesaid account.
- Map it at NPCI to enable me to receive Direct Benefit Transfer (DBT) from Government of India in my above account. I understand that if more than one Benefit transfer is due to me , I will receive all Benefit Transfers in this account
- Use my Aadhaar details to authenticate me from UIDAI
- Use my mobile number and/or Email (if available) mentioned below for sending SMS alerts to me.

The particulars of the Aadhaar/ UID letter are as under:

Aadhaar number: .....

Name: ..... (As in Aadhaar card) (Enclose self-attested copy of Aadhaar)

I have been given to understand that my *information submitted to the bank herewith shall not be used for any purpose other than mentioned above, or as per requirements of law.*

Yours faithfully,

Mobile No. .... Email: ..... **(Signature/ Thumb impression of the account holder)**

----- ✂ ----- ✂ -----  
 -----

**Confirmation of insertion / seeding of Aadhaar number with Bank Account:**

(To be provided to Beneficiary by Bank through AWW/ ASHA /ANM)

The following Account number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Of Smt. .... with ..... (Bank Name) Branch  
 .... has been seeded with

Aadhaar number ..... and mobile number/Email-ID.....

Date ..... **(Bank’s authorized official)**

-----

-----



whichever is applicable.

**For Post Office use only**

The Aadhaar 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 number

Of Mr. / Mrs. / Ms. \_\_\_\_\_ has been seeded from the

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Account number

with IPPB \_\_\_\_\_ Branch.

Name of Post Office Authorized Official \_\_\_\_\_ Official ID \_\_\_\_\_

Signature of Post Office Authorized Official \_\_\_\_\_

Date □□/□□/□□

----- ✂ ----- ✂ -----  
-----

**CUSTOMER ACKNOWLEDGEMENT SLIP**

Acknowledgment slip for Aadhaar seeding:

Customer Name \_\_\_\_\_

Account 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Number

Name of Post Office Authorized Official \_\_\_\_\_ Official ID \_\_\_\_\_

Signature of Post Office Authorized Official \_\_\_\_\_

Date □□/□□/□□

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**(FILLED UP FORM SHOULD BE SUBMITTED TO AUTHORISED PERSONS ONLY)**

**Form 2-C - APPLICATION FORM FOR AADHAAR ENROLLMENT AND CORRECTION FORM**

*(Form-Filling and Submission to be facilitated by AWW / ASHA /ANM)*

Under Section 3 of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016 (Aadhaar Act)

**Aadhaar Enrolment is free and voluntary. Correction within 96 hours of enrolment is also free. No charges are applicable for Form and Aadhaar Enrolment. In case of Correction provide your EID, Name and only that field which needs Correction.**

**In case of Correction provide your EID No here:** | | | | | | | | | | | | | | dd |mm| yyyy|hh:  
mm: ss|

<b>1</b>	Pre-Enrolment ID:	<b>2</b>	NPR Receipt/TIN Number:
<b>3</b>	Full Name:		
<b>4</b>	Gender: Male ( ) Female ( ) Transgender ( )	<b>5</b>	Age: Yrs. <b>OR</b> Date of Birth: DD   MM   YYYY   Declared <input type="checkbox"/> Verified <input type="checkbox"/>
<b>6</b>	Address: C/o ( ) D/o ( ) S/o ( ) W/o ( ) H/o ( ) NAME		
	House No/ Bldg./Apt.	Street/Road/Lane	
	Landmark	Area/locality/sector	
	Village/Town/City	Post Office	
	District	Sub-District	State
	E Mail	Mobile No	PIN CODE
<b>7</b>	Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( ) <i>For children below 5 years Father/Mother/Guardian's details are mandatory. Adults can opt to not specify this information, if they cannot/do not want to disclose.</i>		
	Name		
	EID/ Aadhaar No.:                             dd  mm  yyyy hh: mm: ss		
Verification Type : Document Based ( ) Introducer Based ( ) Head of Family ( ) Select only one of the above. Select Introducer or Head of Family only if you do not possess any documentary proof of identity and/or address. Introducer and Head of Family details are not required in case of Document based Verification.			
<b>8</b>	<b>For Document Based</b> (Write Names of the documents produced. Refer overleaf of this form for list of valid documents)		
	a.POI	b. POA	
	c. DOB (Mandatory in case of Verified Date of Birth)	d. POR	
<b>9</b>	<b>For Introducer Based</b> – Introducer's Aadhaar No.	<b>For HoF Based</b> - Details of : Father ( ) Mother ( ) Guardian ( ) Husband ( ) Wife ( ) HoF'sEId/Aadhaar No.:                             dd  mm	



		yyyy hh: mm: ss
I hereby confirm the identity and address of _____ as being true, correct and accurate.		
Introducer/HoF's Name:		<b>Signature of Introducer/HOF</b>

**Disclosure under section 3(2) of THE AADHAAR (TARGETED DELIVERY OF FINANCIAL AND OTHER SUBSIDIES, BENEFITS AND SERVICES) ACT, 2016**

I confirm that I have been residing in India for at least 182 days in the preceding 12 months & information (including biometrics) provided by me to the UIDAI is my own and is true, correct and accurate. I am aware that my information including biometrics will be used for generation of Aadhaar and authentication. I understand that my identity information (except core biometric) may be provided to an agency only with my consent during authentication or as per the provisions of the Aadhaar Act. I have a right to access my identity information (except core biometrics) following the procedure laid down by UIDAI.

Verifier's Stamp and Signature:

(Verifier must put his/her Name, if stamp is not available)

**Applicant's signature/Thumbprint**

-----  
-----

To be filled by the Enrolment Agency only:

Date & time of Enrolment: -----

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**(FILLED UP FORM SHOULD BE SUBMITTED TO AUTHORISED PERSONS ONLY)**

**Form 3- FOR UPDATING/CHANGING DETAILS OF REGISTERED PMMVY BENEFICIARY**

(Details to be filled by beneficiary and submitted to Anganwadi Worker / ASHA /ANM)

*(Mandatory fields)\**

*Name of beneficiary\*:* \_\_\_\_\_

*Aadhaar number/Aadhaar EID/Identity Number of beneficiary\*:* \_\_\_\_\_

*Anganwadi Centre /Village Name\*:* \_\_\_\_\_

*Anganwadi Centre /Village Code\*:* \_\_\_\_\_

*Anganwadi Worker / ASHA /ANM Name\*:* \_\_\_\_\_

*Request for change (please tick) of\*:*

- Address       Mobile number       Bank account details       Name as in Aadhaar card  
 replacing Identity Proof with Aadhaar details

<b>Address</b>	
<b><u>Old:</u></b>	<b><u>New:</u></b>
House number/Flat number:	House number/Flat number:
Street/Building name:	Street/Building name:
<b><i>Village/ Town/ City*:</i></b>	<b><i>Village/ Town/ City*:</i></b>
<i>Block:</i>	<i>Block:</i>
<i>P.O. Name:</i>	<i>P.O. Name:</i>
<b><i>District*:</i></b>	<b><i>District*:</i></b>
<b><i>State/UT*:</i></b>	<b><i>State/UT*:</i></b>
<b><i>PIN code*:</i></b>	<b><i>PIN code*:</i></b>
<b>Mobile Number</b>	
<b><u>Old*:</u></b>	<b><u>New*:</u></b>
<b>Bank/ P.O. account details</b>	

<p><b><u>Old*:</u></b></p> <p>Name as in Bank/P.O. account:</p> <p>Account Number:</p> <p>Bank Name/ P.O. Name:</p> <p>Branch Name (in case of bank account):</p> <p>IFSC Code (in case of a bank account):</p> <p>Is the bank account Aadhaar seeded?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b><u>New*:</u></b></p> <p>Name as in Bank/P.O. account:</p> <p>Account Number:</p> <p>Bank Name/ P.O. Name:</p> <p>Branch Name (in case of bank account):</p> <p>IFSC Code (in case of a bank account):</p> <p>Is the bank account Aadhaar seeded?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>Change in name as in Aadhaar</b></p>	
<p><b><u>Old*:</u></b></p> <p><b><u>Name in Aadhaar*:</u></b></p>	<p><b><u>New*:</u></b></p> <p><b><u>Name in Aadhaar*:</u></b></p>
<p><b>Replacing Identity Proof with Aadhaar</b></p> <p>For Beneficiary</p>	
<p style="text-align: center;"><b><u>Old details</u></b></p> <p>i. Aadhaar Enrolment ID*:</p> <p>_____</p> <p>ii. Name of Beneficiary (as in Identity Card) *:</p> <p>_____</p> <p>ii. Identity _____ Number*:</p> <p>(enclose copy of Identity Card)</p> <p>v. Identity Card provided (tick appropriate):</p> <p>    a) Bank or Post Office photo passbook</p> <p>    b) Voter ID Card</p> <p>    c) Ration Card</p> <p>    d) Kishan Photo Passbook</p> <p>    e) Passport</p> <p>    f) Driving License</p> <p>    g) PAN Card</p> <p>    h) MGNREGS Job Card</p> <p>    i) Her husband's Employee Photo Identity Card issued by the Government or any Public</p>	<p style="text-align: center;"><b><u>New details</u></b></p> <p>i. Name of Beneficiary (as in Aadhaar Card)*</p> <p>_____</p> <p>ii. Aadhaar _____ Number*:</p> <p>(enclose copy of Aadhaar Card)</p> <p><b>Declaration by Beneficiary</b></p> <p><b>(for whom this form is being filled) :</b></p> <p>I, hereby, solemnly affirm that I provide my consent for making use of my Aadhaar for availing the benefit under this scheme,</p> <p><i>Signature/Thumb Impression</i></p>

Sector Undertaking; j) Any other Photo Identity Card issued by State Government or Union Territory Administrations; k) Certificate of identity with photograph issued by a Gazetted Officer on official letterhead; l) Health Card issued by Primary Health Centre (PHC) or Government Hospital; m) Any other document specified by the State Government or Union Territory Administration	<i>Date</i> _____ <i>Place</i> _____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------

**Details to be filled by Anganwadi Worker / ASHA /ANM**

Anganwadi Centre Name/Approved Health Facility Name: \_\_\_\_\_

Anganwadi Centre Code\*: \_\_\_\_\_

Village/Town Name: \_\_\_\_\_

Village Code\*: \_\_\_\_\_

Anganwadi Worker / ASHA /ANM Name\*: \_\_\_\_\_

Post Office Name: \_\_\_\_\_

Project: \_\_\_\_\_

District\*: \_\_\_\_\_

State/UT\*: \_\_\_\_\_

**Checklist of Documents enclosed:**

S.No	Document to be enclosed (Photocopy to be enclosed)	Document Enclosed Yes- Y Not Applicable- NA
1	Latest Aadhaar Card of beneficiary	
2	Old Aadhaar Card of beneficiary	
3	Page of new Pass Book showing name, account number and bank name	
4	Copy of Alternate ID Card (Identity Card should be same as the one	

	used for registration under the scheme)	
--	-----------------------------------------	--

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**Verification by Supervisor / ANM\***

I, Smt. \_\_\_\_\_ have verified the information captured in this form and that the form is duly complete

<b>Signature</b>	<b>Date</b>	<b>Sector Code</b>
----- ✂ -----	----- ✂ -----	----- ✂ -----
-----		

**Acknowledgement to be given to beneficiary (by Anganwadi Worker / ASHA /ANM)\*:**

Smt.\* \_\_\_\_\_ (Name) has submitted duly filled **Form 3** along with documents as per checklist on \_\_\_\_\_ (Date).

**The following sections were filled for updating the scheme database:**

- **Address**
- **Mobile Number**
- **Bank/ P.O. account details**
- **Change in name as in Aadhaar**
- **Replacing Other Identity Proof with Aadhaar details**

**Signature**  
**Place**

**Name of AWW/ ASHA /ANM**

**Date**

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**Form 4 - MONTHLY RECORD OF BENEFICIARIES UNDER PMMVY**

**(FILLED UP FORM SHOULD BE SUBMITTED TO AUTHORISED PERSONS ONLY)**

**(TO BE MAINTAINED IN THE FORM OF REGISTER AND BE FILLED-IN EVERY MONTH FOR ALL BENEFICIARIES BY THE RESPECTIVE FIELD FUNCTIONARY)**

**(COPY OF THIS REPORT WILL BE THE MONTHLY PROGRESS REPORT (MPR) by AWW/ASHA/ANM)**

*Form 4-A - REGISTER FORMAT FOR RECORDING BENEFICIARY DETAILS FOR THE REPORTING MONTH*

1. Date of Opening of Register: -----/-----/-----
2. Reporting Month and Year: -----/-----
3. **Anganwadi Centre name\*:** \_\_\_\_\_
4. **Anganwadi Centre Code\*:** \_\_\_\_\_
5. **Approved Health Facility\*:** \_\_\_\_\_
6. **Village/Town Name\*:** \_\_\_\_\_
7. **Village Code (LGD Code)\*:** \_\_\_\_\_
8. **Anganwadi Worker / ASHA /ANM Name\*:** \_\_\_\_\_
9. Post Office Name: \_\_\_\_\_
10. Name of Supervisor / ANM: \_\_\_\_\_
11. Project/health Block Name: \_\_\_\_\_
12. **District\*:** \_\_\_\_\_
13. **State/UT\*:** \_\_\_\_\_
14. Date of submission to Supervisor/ANM: -----/-----/-----
15. Date of submission to CDPO/MO: -----/-----/-----

**Signature of AWW/ ASHA /ANM** \_\_\_\_\_

**Signature of Supervisor/ANM** \_\_\_\_\_



**Form 4-B - MONTHLY STATUS OF PMMVY BENEFICIARIES REGISTERED**

S. No	Full Name (as in Aadhaar / Alternate ID)	Aadhaar Number / Alternate ID number	Category (SC / ST / Other)	Status in reporting month		Type of Beneficiary (tick one)			Instalment(s) Received (Write 1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> instalment, as applicable. OR '0' if not applicable)  (Fill on receipt of details of payment received from Supervisor/ANM)			Bank/ P.O. Account Number	Mobile Number	Reasons for exit from Scheme (write relevant code)
				Pregnant - P Lactating/ - L	Month of Pregnancy/ Lactation	Old (Carry Forward from previous month)	New Entries		Pending from previous month(s) (can be more than one)	Due this month	Received this month (can be more than one)			0- Received all due instalments 1- Out-migrated 2- Death of beneficiary 3- Death of Child 4- Not traceable for six weeks 5- Still Birth 6- Miscarriage
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

		P= _		P= _		P= _	1 <sup>st</sup> =	1 <sup>st</sup> =	1 <sup>st</sup> =						
		L = _		L = _		L = _	2 <sup>nd</sup> =	2 <sup>nd</sup> =	2 <sup>nd</sup> =						
							3 <sup>rd</sup> =	3 <sup>rd</sup> =	3 <sup>rd</sup> =						
		Total=_		Total=_	Total=_	Total=_	Total=	Total=	Total=	Total=_					

**(TO BE USED BY AUTHORISED PERSONS ONLY)**

Abstract of the Month:

<b>MONTH:</b> _____ <b>Year :</b> _____			
<b>Number of Pregnant Women (P)</b>		<b>Number of Lactating Women (L)</b>	
P1	_____	L1	_____
P2	_____	L2	_____
P3	_____	L3	_____
P4	_____	<b>L4</b>	<b>_____</b>
P5	_____	L5	_____
P6	_____	<b>L6</b>	<b>_____</b>
<b>P7</b>	<b>_____</b>		
P8	_____		
P9	_____		
TotalP:	_____	TotalL:	_____
Grand Total(P+L): _			

**Form 5 - Formats For Monthly, Quarterly And Annual Statement Of Expenditure (SOE)**

**FORM 5-A - FUND AVAILABILITY IN ESCROW ACCOUNT**

*To be sent by email to MWCD by 5<sup>th</sup> of following month*

State/UT Name	
Name of the Bank	
Account Number	
IFS Code	
Reporting month and year (mm/yyyy)	
Opening Balance on 01/mm/yyyy	
Amount credited by MWCD during the month	
Amount credited by State/UT during the month	
Amount debited towards maternity benefits during the month	
Closing balance of escrow account on last day of the reporting month	

**Details of State/UT Nodal Officer:**

- 1) Name \_\_\_\_\_
- 2) Designation \_\_\_\_\_
- 3) Mobile Number \_\_\_\_\_
- 4) Signature \_\_\_\_\_
- 5) Date of reporting \_\_\_\_\_

**FORM 5-B - QUARTERLY STATEMENT OF EXPENDITURE PMMVY**

**PART A: QUARTERLY PMMVY UTILISATION CERTIFICATE**

Name of the State/UT: \_\_\_\_\_ Financial Year: \_\_\_\_\_

Quarter: I (Apr-Jun)/ II (Jul-Sep)/ III (Oct-Dec)/ IV (Jan-Mar)

Sl. No.	Sanction Nos. & Date	Amount (in ₹)
1.		
2.		
3.		
4.		
5.	Unspent balance of Previous Year	
6.	Total	

Certified that out of ₹\_\_\_\_\_ of grant-in-aid sanctioned upto the I/II/III/IV Quarter of year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/ Department letter(s) number given in the margin and ₹ \_\_\_\_\_ on account of unspent balance of the previous year, a sum of ₹ \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of ₹ \_\_\_\_\_ remaining unutilized at the end of the Quarter I/II/III/IV of the year.

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

Kinds of checks exercised:

- 1.
- 2.
- 3.
- 4.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**PART B: PHYSICAL**

1. Number of PMMVY Projects/Health Blocks: \_\_\_\_\_
2. Number of PMMVY AWCs/VILLAGES: \_\_\_\_\_
3. Details of Contractual Staff:

S. No.	Name of Post	No. Sanctioned	No. in Position	Monthly Remuneration (in ₹)	Expenditure in Quarter I/II/III/IV (in ₹ Lakhs)	Cumulative Expenditure Upto Quarter I/II/III/IV
1.	State Programme					
2.	State Programme Assistant					
3.	District Programme					
4.	District Programme					
	<b>Total</b>					

**In Quarter**      **Cumulative up to**  
**I/ II/ III/**      **the**      **Quarter**  
**IV**                      **I/II/III/ IV**

4. Number of beneficiaries who received (put up details from PMMVY-CAS):

1 <sup>st</sup> Instalment	_____	_____
2 <sup>nd</sup> Instalment	_____	_____
3 <sup>rd</sup> Instalment	_____	_____

5. No. of beneficiaries who received all due instalments: \_\_\_\_\_
6. A. Number of Project/Health block -level PMMVY steering and monitoring committee meeting held: \_\_\_\_\_
- B. Number of District-level PMMVY steering and monitoring committee meeting held: \_\_\_\_\_
- C. Number of State-level PMMVY steering and monitoring committee meeting held: \_\_\_\_\_

7. Pending cases in the Quarter

\_\_\_\_\_

8. Number of beneficiaries whose payments were due in the quarter but not received their due instalment

\_\_\_\_\_

9. Reason for delay in payment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature and seal of the Authorized Officer**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Contact details:** \_\_\_\_\_

**PART C: FINANCIAL**

	<b>Centre Share</b>	<b>State Share</b>
	<b>( in ₹ Lakhs )</b>	<b>( in ₹ Lakhs )</b>
6. <b>Expenditure incurred during the Quarter</b>		
1. Funds released during previous financial year	_____	_____
2. Expenditure incurred in previous financial year	_____	_____
3. (a) Unutilized balance of previous financial year (1.-2.)		
<b>OR</b>		
(b) Excess expenditure incurred in previous financial year (2. -1.)	_____	_____
4. Funds released by end of Quarter I/II/III/IV in current year		
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
5. Net funds available [4. + 3. (a) <u>OR</u> 4. - 3. (b) as the case may be]	_____	_____



## Mission Shakti - Scheme Implementation Guidelines

		Central Share ( in ₹ Lakhs )		State Share ( in ₹ Lakhs )	
		In Quarter I/II/III/IV	Cumulative up to the Quarter I/ II/III/ IV	In Quarter I/II/III/IV	Cumulative up to the Quarter I/II/III/IV
6. a.	<b>Cost of Conditional Cash Transfer to Beneficiaries</b> (details to be filled up from Escrow Account)				
i.	First Instalment	_____	_____	_____	_____
ii.	Second Instalment	_____	_____	_____	_____
iii.	Third Instalment	_____	_____	_____	_____
6. b.	<b>State PMMVY Cell</b>	_____	_____	_____	_____
6. c.	<b>District PMMVY Cell</b>	_____	_____	_____	_____
6. d.	<b>Training, Capacity Building and IEC</b>	_____	_____	_____	_____
6. e.	<b>Contingency</b>	_____	_____	_____	_____
6. f.	<b>Total</b>	_____	_____	_____	_____
7.	<b>Unutilized Funds</b>	_____	_____	_____	_____
	Reasons:	_____			
8.	<b>Excess expenditure</b>	_____	_____	_____	_____
	Reasons:	_____			

## **Mission Shakti - Scheme Implementation Guidelines**

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**Signature and seal of the Authorized Officer**

**Name :** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

## Mission Shakti - Scheme Implementation Guidelines

### FORM 5-C - ANNUAL STATEMENT OF EXPENDITURE PMMVY

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

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

#### PART A: ANNUAL PMMVY UTILISATION CERTIFICATE

Name of the State/UT: \_\_\_\_\_ Financial Year: \_\_\_\_\_

Sl. No.	Sanction Nos. & Date	Amount (in ₹)
1.		
2.		
3.		
4.		
5.	Unspent balance of Previous Year	
6.	<b>Total</b>	

Certified that out of ₹ \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/ Department letter(s) number given in the margin and ₹ \_\_\_\_\_ on account of unspent balance of the previous year, a sum of ₹ \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of ₹ \_\_\_\_\_ remaining unutilized at the end of the year will be adjusted towards the grant-in-aid payable during the next year \_\_\_\_\_.

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

Kinds of checks exercised:

- 1.
- 2.
- 3.
- 4.

Signature and Seal of the Authorised Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

## Mission Shakti - Scheme Implementation Guidelines

### PART B: PHYSICAL

1. Number of PMMVY Projects/Health Blocks: \_\_\_\_\_

2. Number of PMMVY AWC/ VILLAGES: \_\_\_\_\_

3. Details of Contractual Staff:

S. No.	Name of Post	No. Sanctioned	No. in Position	Monthly Remuneration (in ₹)	Total actual yearly expenditure (in ₹ lakhs)
1.	State Programme				
2.	State Programme Assistant				
3.	District Programme				
4.	District Programme				
	<b>Total</b>				

4. Number of beneficiaries who received: (from PMMVY-CAS)

1<sup>st</sup> Instalment: \_\_\_\_\_

2<sup>nd</sup> Instalment: \_\_\_\_\_

3<sup>rd</sup> Instalment: \_\_\_\_\_

5. Number of beneficiaries who received all due instalments: \_\_\_\_\_

6.

A. Number of Project/Health block -level PMMVY Steering and Monitoring Committee meeting held this year: \_\_\_\_\_

B. Number of District-level PMMVY Steering and Monitoring Committee meeting held this year:  
\_\_\_\_\_

C. Number of State-level PMMVY Steering and Monitoring Committee meeting held this year: \_\_\_\_\_

7. Pending cases at the end of current year: \_\_\_\_\_

8. No. of beneficiaries whose payments were due in the year but not received their due instalment: \_\_\_\_\_

## Mission Shakti - Scheme Implementation Guidelines

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9. Reasons for delay in Payment \_\_\_\_\_

Signature and seal of the Authorized Officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact details: \_\_\_\_\_

## Mission Shakti - Scheme Implementation Guidelines

### PART C: FINANCIAL

	Centre Share ( in ₹ Lakhs )	State Share ( in ₹ Lakhs )
1. Funds released during previous financial year	_____	_____
2. Expenditure incurred in previous financial year	_____	_____
3. (a) Unutilized balance of previous financial year (1.-2.)		
OR		
(b) Excess expenditure incurred in previous financial year (2. -1.)	_____	_____
4. Funds released by end of Quarter I/II/III/IV in current year		
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
(Sanction Order No. _____ Date: _____)	_____	_____
5. Net funds available [4. + 3. (a) <u>OR</u> 4. - 3. (b) as the case may be]	_____	_____

## **Mission Shakti - Scheme Implementation Guidelines**

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**6. Expenditure incurred during the Quarter**

<b>Central Share</b>		<b>State Share</b>	
<b>( in ₹ Lakhs )</b>		<b>( in ₹ Lakhs )</b>	
<b>In Quarter</b>	<b>Cumulative</b>	<b>In Quarter</b>	<b>Cumulative</b>
<b>I/II/III/IV</b>	<b>up to the</b>	<b>I/II/III/IV</b>	<b>up to the</b>
	<b>Quarter I/</b>		<b>Quarter</b>

## Mission Shakti - Scheme Implementation Guidelines

II/III/ IV

I/II/III/IV

**6. a. Cost of Conditional Cash Transfer to Beneficiaries**

(details to be filled up from Escrow Account)

i.	First Instalment	_____	_____	_____	_____
ii.	Second Instalment	_____	_____	_____	_____
iii.	Third Instalment	_____	_____	_____	_____
6. b.	<b>State PMMVY Cell</b>	_____	_____	_____	_____
6. c.	<b>District PMMVY Cell</b>	_____	_____	_____	_____
6. d.	<b>Training, Capacity Building and IEC</b>	_____	_____	_____	_____
6. e.	<b>Contingency</b>	_____	_____	_____	_____
6. f.	<b>Total</b>	_____	_____	_____	_____

7. **Unutilized Funds** \_\_\_\_\_

Reasons: \_\_\_\_\_

8. **Excess expenditure** \_\_\_\_\_

Reasons: \_\_\_\_\_

**Signature and seal of the Authorized Officer**

Name : \_\_\_\_\_



## Mission Shakti - Scheme Implementation Guidelines

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Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Annexure III- Gender Budgeting- Ceiling Cost

The table below provides the ceiling cost to undertake Gender Budgeting. The detailed break up of cost norms will be provided in the Standard Operating Procedure (SoP) on the website of the Ministry.

S.No.	Particulars	Quantity	Total Ceiling Cost
1	National level training	Up to 3 days for fifty participants	Rs.2,62,500/- or as per actuals, whichever is less

## Mission Shakti - Scheme Implementation Guidelines

2	State Level Training	Up to 3 days for fifty participants	Rs. 1,97,000/- or as per actuals, whichever is less
3	District Level Training	Up to 3 days for fifty participants	Rs. 1,27,250/- or as per actuals, whichever is less
4	Virtual training	Up to 3 days for fifty participants	Rs. 88000/- or as per actuals, whichever is less
5	Publication and Dissemination	Lump sum	Rs. 15,000/- lump sum or as per actuals, whichever is less
6	Training aids/tools/manual	Lump sum	Rs. 25,000/- or as per actuals whichever is less

**Note:**

- (1) In addition to the above, to organize a training/workshop/seminar programme, TA, DA, food charges, accommodation to participants will be as per actuals adhering to the instructions issued by Central/State/UT administration.
- (2) These ceilings are for the maximum entitlements. Pro rata deductions could be made in case the number of days is less. Internal re-appropriations to the extent of 15% of the receiving head will be permissible within the overall sanctioned amount with the prior permission of the administrative division.

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

## Mission Shakti - Scheme Implementation Guidelines

One Stop Centre	No. of staff	Qualifications
Central Administrator	1	<ul style="list-style-type: none"> <li>• Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up.</li> <li>• She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>
Case Worker	2	<ul style="list-style-type: none"> <li>• Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years' experience of working on women related relevant domains in a Government or Non-Government project/programme.</li> <li>• She should be a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>
Para Legal Personnel/ Lawyer	1	<ul style="list-style-type: none"> <li>• In the absence of Legal Advisors provided by District Legal Services Authority, the legal counselling service could be outsourced to any person having a degree in Law/ with legal training or knowledge of laws with at least 3 years' experience of working within a Government or Non-Government women related project/programme at the district level or to any practicing Lawyer with at least 2 years' experience of litigation in any court of law.</li> <li>•</li> </ul>

## Mission Shakti - Scheme Implementation Guidelines

Para Medical Personnel	1	<ul style="list-style-type: none"> <li>In the absence of a regular Para Medical Personnel provided by District Health Authorities, the medical assistance service could be outsourced to any woman having professional degree / diploma in paramedics with a background in health sector and preferably with at least 3 years' experience of working within a Government or Non-Government health project/ programme at the district level.</li> </ul>
Psycho-social Counsellor	1	<ul style="list-style-type: none"> <li>The service could be outsourced to any woman having professional degree / diploma in psychology / psychiatry / neurosciences with a background in health sector and preferably with at least 3 years' experience of working within a Government or Non-Government health project/programme at the district level.</li> </ul>
Office Assistant with computer knowledge	1	<ul style="list-style-type: none"> <li>The services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years' experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.</li> </ul>
Multi-purpose Staff / Cook	3	The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.
Security Guard/ Night Guard	3	The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
<b>Women Helpline</b>		

## Mission Shakti - Scheme Implementation Guidelines

Helpline Administrator	1	<ul style="list-style-type: none"> <li>• Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1-year experience of counselling either within or outside the same set-up.</li> <li>• She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>
Call Operator 12 to 18	18	Can be outsourced to any women having good communication skills in Hindi, English and / or regional languages and having requisite qualifications and experience of working on telecom / web based relevant systems.
IT supervisor	1	The IT services could be outsourced to any person who is a graduate with at least diploma in computers/ IT etc with a minimum of 3 years' experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
Multi-purpose Staff	3	The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain
Security Guard/ Night Guard	3	The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
<b>Shakti Sadan (for 50 resident)</b>		

## Mission Shakti - Scheme Implementation Guidelines

Resident Superintendent	1	<ul style="list-style-type: none"> <li>• Any woman having a Masters in Law/ Social Work/ Sociology/Social Science/Psychology with at least 5 years' experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1-year experience of counselling either within or outside the same set-up.</li> <li>• She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>
Office Assistant	1	The services could be outsourced to any person who is a graduate with a minimum of 3 years' experience in handling office documentation related job with proficiency in working on computers, at state or district level with government or Non-Governmental organizations.
Multi-purpose Staff	2	The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain
Cook	2	The activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.
Security Guard/ Night Guard	3	The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
<b>'ShakhiNiwas</b>		
Sakhi Niwas Manager	1	Graduate in Social Work/Psychology/Sociology with 03 years supervisory experience in running of such hostels. The Manager must live at the hostel and provide overall supervision to ensure smooth functioning of the hostel.
Warden	1	Graduate (with proficiency in computer operations). Preference will be given to those who have experience in handling women related laws / policies / programmes.

## Mission Shakti - Scheme Implementation Guidelines

Caretaker	3	Higher Secondary/10+2 or equivalent qualification from a recognized Board with 2-years' experience as Caretaker of Building and Supervision of work of Multi-Tasking Staff or equivalent staff.
Security Guard/ Night Guard	3	The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level. He/ she should preferably be retired military / para-military personnel.
<b>Standalone Palna</b>		
Crèche Worker	1	<ul style="list-style-type: none"> <li>• The minimum qualification should be Class XII (intermediate).</li> <li>• In case any suitable person with this qualifications is not available, relaxation may be given by the State Government/ District Administration. However, in any case, the qualifications may not be less than Class X.</li> <li>• The age limit will be 35 years at the time of engagement.</li> </ul>
Crèche Helpers	1	<ul style="list-style-type: none"> <li>• The minimum qualification should be Class X (Matriculation).</li> <li>• In case any suitable person with these qualifications is not available, relaxation may be given by the State Government/ District Administration. However, in any case, the qualification may not be less than Class VII.</li> <li>• The age limit will be 35 years at the time of engagement.</li> </ul>
Doctor Visit per Quarter or need basis	1	Can be outsourced to any doctor having medical degree from a Government recognised institution on per visit / per person honorarium basis.
<b>Aanganwadi Cum Crech</b>		

## Mission Shakti - Scheme Implementation Guidelines

Crèche Worker	1	<ul style="list-style-type: none"> <li>• The minimum qualification should be Class XII (intermediate).</li> <li>• In case any suitable person with this qualification is not available, relaxation may be given by the State Government/ District Administration. However, in any case, the qualifications may not be less than Class X.</li> <li>• The age limit will be 35 years at the time of engagement.</li> </ul>
Helpers	1	<ul style="list-style-type: none"> <li>• The minimum qualification should be Class X (Matriculation).</li> <li>• In case any suitable person with this qualification is not available, relaxation may be given by the State Government/ District Administration. However, in any case, the qualification may not be less than Class VII.</li> <li>• The age limit will be 35 years at the time of engagement.</li> </ul>
<b>NHEW</b>		
Sr. Consultant	2	<p>Qualification: Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management</p> <p>Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.</p>
Gender Specialist	2	<p>Qualification: Postgraduate preferably in social work/ other social disciplines</p> <p>Experience: At least 3 years' experience of working with the Government/Non-Government organizations in gender focussed themes</p>
Junior Consultant	4	<p>Qualification: Graduate preferably in social work/ other social disciplines</p> <p>Experience: At least 2 years' experience of working with the Government/ Non-Government organizations in gender focussed themes</p>
Young Professionals	12	<p>Qualification: Graduate preferably in social work/ other social disciplines</p> <p>Experience: personnel having some experience of working with the Government/ Non-Government organizations in gender focussed themes will be preferred.</p>
Senior IT Consultant	2	<p>Qualification: Postgraduate in IT / Computers</p> <p>Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.</p>



## Mission Shakti - Scheme Implementation Guidelines

Junior IT Consultant	4	Qualification: Graduate in IT / Computers. Experience: At least 2 years' experience of working with the Government/Non-Government organizations in related domain.
<b>State level</b>		
State Mission Coordinator	1	Qualification: Post-graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.
Gender Specialist	2	Qualification: Postgraduate preferably in social work/ other social disciplines Experience: At least 3 years' experience of working with the Government/Non-Government organizations in gender focussed themes
Research & Training Specialist	2	Qualification: Graduate preferably in Social work/ other social disciplines Experience: At least 3 years' experience of working with the Government/Non-Government organizations in training and research on women related development work.
Accounts Assistant	1	Qualification: Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.
Office Assistant with computer knowledge	1	The services could be outsourced to any person who is a graduate with atleast diploma in computers/ IT etc with a minimum of 3 years' experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or Non-Governmental/ IT-based organizations.
MTS	1	10 <sup>th</sup> class pass under 10+2 system from any recognised board.
<b>District Level</b>		

## Mission Shakti - Scheme Implementation Guidelines

District Mission Coordinator	1	Qualification: Graduate preferably in Social Sciences/ Life sciences/ Nutrition/ Medicine /Health management / Social work/ Rural management Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.
Gender specialist	2	Qualification: Graduate in social work/ other social disciplines. Post-graduates will be preferred. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in gender focussed themes
Specialist in financial literacy	1	Qualification: Graduate in Economics / Banking / other similar disciplines. Post-graduates will be preferred. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in financial literacy / financial inclusion focussed themes.
Accounts Assistant	1	Qualification: Graduate / diploma in accounts/ other disciplines having accounts as a subject. Experience: At least 3 years' experience of working with the Government/Non-Government organizations in related domain.
DEO for PMMVY Work	1	Graduation with working knowledge in computers/ IT etc with a minimum of 3 years' experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/IT-based organizations.
MTS	1	10 <sup>th</sup> class pass under 10+2 system from any recognised board.

*Note: Qualification shall not be lowered under any circumstances. Character and antecedent's verification from Police authorities is mandatory for all contractual staff prior to engagement.*

## Mission Shakti - Scheme Implementation Guidelines

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

Sambal								
		Per Annum	Existing Unit	No. of Unit 2021-22*	No. of Unit 2022-23	No. of Unit 2023-24	No. of Unit 2024-25	No. of Unit 2025-26
<b>One Stop Centre</b>								
<b>A</b>	<b>Recurring</b>		<b>733</b>	<b>10</b>	<b>30</b>	<b>60</b>	<b>90</b>	<b>110</b>
	One Stop Centre Management (Salary) 2.35 lakh per pm including Empanelled P hyco and Legal Aid for all Shelter homes	2820000	733	743	773	833	923	1033

## Mission Shakti - Scheme Implementation Guidelines

	Service to the Beneficiary (Food, Clothing & Medicine & Kit etc.) One Stop Centre Administrative Cost (Stationary (Cartridge, Paper etc.), Electricity, Telephone/Fax, Catering, Transport on hire, Sanitary Napkin)	489600	733	743	773	833	923	1033
	Insurance @330 per person for 15 staff	59400	733	743	773	833	923	1033
	Immediate Assistance, including for first aid to victims of rape	50000		100	150	200	250	300
	<b>Total A</b>	3419000						
<b>B</b>	<b>Non-Recurring</b>							
	Repair of Sakhi OSC functional for more than five years, subject to demand from respective State/ District	200000		15	75	110	200	300

## Mission Shakti - Scheme Implementation Guidelines

	Administration cost (Refrigerator, Computer Peripherals, Telephone, Fax, Internet, Furnishing for the ward & other rooms, CCTV Camera & its installation etc.)	265100		10	30	60	90	110
	Refurbishment of Pre- existing buildings for opening new OSC	1000000		10	15	40	60	75
	Refurbishment Cost for OSCs to be set up in Constructed Buildings	125000			15	20	30	35
	<b>Total B</b>	1590100						
<b>C</b>	<b>Construction Cost</b>							
	Committed liability for Construction							
	Construction of the Centre 150 Sqm Built- up area- 60 Lakh	6000000		0	15	20	30	35
<b>Wome n Helpli ne</b>								

## Mission Shakti - Scheme Implementation Guidelines

Women Helpline Management @ 5.75 Lakh per month A Cities, insurance@ 330 per person	6900000		9	9	9	9	9
Women Helpline Management @ 4.25 Lakh per month B & C Cities insurance including insurance 330 person	5100000		27	27	27	27	27
Telephone rent @ 55,000 per month	660000		9	9	9	9	9
Telephone rent @ 35000 per month	420000		27	27	27	27	27
Integration with WHL 100 crore on time	10000000 00						
<b>BetiBachaoBetiPadhao</b>							
Districts with SRB <=918	4000000	405	405	169	169	169	169
Districts with SRB >918 and <=952	3000000			347	347	347	347
Districts whose SRB is not available***	3000000			21	21	21	21
Districts with SRB >952	2000000			218	218	218	218
Total				755	755	755	755
<b>Nari Adalat</b>							

## Mission Shakti - Scheme Implementation Guidelines

1	Meeting/ out of pocket expenses @3000 per meeting	144000			160	160	160	160
2	Uniform @ 800 once in 2 years annual	800			1600	1600	3200	3200
<b>Samarthya</b>								
<b>National Hub for Women Empower (NHEW)</b>								
<b>National Level</b>								
1	NHEW Management @ Central Level (26 Persons)	16080000		1	1	1	1	1
2	Administrative Cost	10000000		1	1	1	1	1
3	Gender Budgeting and Research Publication & Monitoring	80000000		1	1	1	1	1
4	Training, Monitoring, Geo tagging etc	50000000 0		1	1	1	1	1
	(Critical Gap Funding 30 Cr. Out of Felexi Fund each year)							
	Flexi Fund @ 5%							
<b>State Level</b>								
1	PMU @ State Level (8 Persons)	2820000		36	36	36	36	36
2	Administrative Cost @ 1 Lakh pm	1200000		36	36	36	36	36
3	Vocational Activities/ Training at State level/district level	1200000		36	36	36	36	36

## Mission Shakti - Scheme Implementation Guidelines

4	Non-recurring every five year (Computer Peripherals, Telephone, Fax, Internet, Furnishing for the ward & other rooms, CCTV Camera & its installation etc.))	700000		36				
5	<b>District Hub for Women Empowerment Management Cost (8 persons)</b>	2040000		741	741	741	741	741
6	Administrative Cost at District Level @25000 pm	300000		741	741	741	741	741
7	Non-recurring Cost (Computer Peripherals, Telephone etc)	700000		741				
<b>Shakti Sadan</b>								
<b>A</b>	<b>Recurring</b>				<b>15</b>	<b>20</b>	<b>25</b>	<b>40</b>
1	Shakti Sadan Management	1284000	467	467	482	497	522	562
2	Shakti Sadan Rent for 1000 sqm <b>6.5 Lakh for A City</b>	650000		20	21	22	23	25
	Shakti Sadan Rent for 1000 sqm 4.50 Lakh for B City	450000		43	45	47	49	53



## Mission Shakti - Scheme Implementation Guidelines

	ShaktiSadana Rent for 1000 sqm 3.00 lakh for class C	300000		404	416	428	450	484
3	5300 per month per resident (50 Residents) including health Insurance	3000000	467	467	482	497	522	562
4	Administrative @15000 pm	180000	467	467	482	497	522	562
5	Jan dhan(@500 per resident) (50 Residents)	300000	467	467	482	497	522	562
6	Rescue, Repartition, Reintegration, Reward for trafficked	250000	467	467	482	497	522	562
<b>SakhiNiwas</b>								
					<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1	SakhiNiwas rent for 1000 sq .	450000	500	5	10	20	35	55
	Sakhi Management Cost	1008000	500	500	500	500	500	500
	Repair of SakhiNiwas operated in Govt. Land every five year	500000		450				
	Crech established in Sakhi Niwas	90600		500	500	500	500	500
	Liability Against Construction approved							
<b>Palna - National Crech</b>					<b>18000</b>			

## Mission Shakti - Scheme Implementation Guidelines

Stand Alone Creche Management	355200	5705		50	100	150	170
AWC Cum Crech including Nutrition @ .90 Lakh	90600		5705	8,000	11,000	14,000	17,000
Establishment Charges@ 3000	3000		5705	2295	3000	3000	3000
<b>PradhanMantriMatritvaVandanYojana (PMMVY)</b>							
Beneficiary (@5000 @40 lakh)	5000**		40000	40000	40000	40000	40000
			00	00	00	00	00
Beneficiary (@6000 @10 lakh)	6000		10000	10000	10000	10000	10000
			00	00	00	00	00
DBT cost etc			1	1	1	1	1

\* The projects approved for 2021-22 will be taken up during the year 2022-23

\*\* Any Shortfall in Rs. 6000 minus benefits under Janani SurakshaYojana shall be provided, in addition

\*\*\* Districts (total no. 21.) whose SRB data is not available on HMIS for year 2020-21 has been kept under Rs. 30 lakh. Further, any new district formed in the coming years will also be kept under Rs. 30 lakh bracket.

# Mission Shakti - Scheme Implementation Guidelines

## Annexure-VI-Form of Utilization Certificate

### PART A: Sambal

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

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

### GFR 12-C

[( See Rule 239)]

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

(Where expenditure incurred by Govt. bodies only)

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

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

Kinds of checks exercised

- 1.
- 2.

Signature.....  
 Designation.....  
 Date.....

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

## Mission Shakti - Scheme Implementation Guidelines

### ANNUAL STATEMENT OF EXPENDITURE

#### PART B: FINANCIAL

( `In Rupees)

- |                                                                            |       |
|----------------------------------------------------------------------------|-------|
| 1. Funds released during previous financial year by GoI                    | _____ |
| 2. Expenditure incurred in previous financial year                         | _____ |
| 3. (a) Unutilized balance of previous financial year (1-2)                 | _____ |
| OR                                                                         |       |
| (b) Excess expenditure incurred in previous financial year (2-1)           | _____ |
| 4. Funds released upto previous Quarter in current year by GoI             | _____ |
| 5. Funds released during the current Quarter by GoI                        | _____ |
| (Sanction Order No. _____ Date: _____)                                     |       |
| 6. Cumulative release during the year (4+ 5)                               | _____ |
| 7. Net Central funds available (6 + 3(a) OR<br>6 – (b) as the case may be) | _____ |

#### 8. Expenditure incurred during the annual ( `in lakhs)

<b>(I) One Stop Centre</b>	
<b>(i) Recurring</b>	
One Stop Centre Management (Salary) including Empanelled Phyco and Legal Aid for all Shelter homes	
Service to the Beneficiary (Food, Clothing & Medicine & Kit etc.) One Stop Centre Administrative Cost (Stationary (Cartridge, Paper etc.), Electricity, Telephone/Fax, Catering, Transport on hire, Sanitary Napkin)	
Insurance	
Immediate Assistance, including for first aid to victims of rape	
<b>Total Recurring Grant</b>	
<b>(ii) Non-Recurring</b>	
Repair of Sakhi OSC set up before five years	
Administration cost (Refrigerator, Computer Peripherals, Telephone, Fax, Internet, Furnishing for the ward & other rooms, CCTV Camera & its installation etc.)	
Refurbishment of Pre-existing buildings for opening new OSC	
Refurbishment Cost for OSCs to be set up in Constructed Buildings	
<b>Total Non-Recurring Grant</b>	
<b>(iii) Construction Cost</b>	
Construction of the Centre, if any	
<b>Total under One Stop Centre (i), (ii) &amp; (iii)</b>	
<b>(II) Women Helpline</b>	

## Mission Shakti - Scheme Implementation Guidelines

Women Helpline Management	
Telephone rent @ 55,000 per month	
<b>Total under Women Helpline</b>	
<b>(III) BetiBachaoBetiPadhao</b>	
<b>Sectoral activities of Department of women and Child Development* (ceiling 50%)</b>	
- Orientation & Sensitization	
- Outreach	
- Innovation	
- Capacity Building	
- IEC material	
- Monitoring and Documentation	
<b>Sectoral activities in Convergence with partner and line Departments (Ceiling 40 %)</b>	
Flexi Fund (10%)	
<b>Total under BetiBachaoBetiPadhao</b>	
<b>(IV) NariAadalat</b>	
Meeting/ out of pocket expenses	
<b>Total under NariAadalat</b>	

9. **Grand Total 8 (i) +8 (ii) + 8(iii) + 8(iv)** -----
10. Un-utilized Funds (7-9): -----
11. Saving, if any along with reasons: -----

### Annexure-VII- Proforma for Proposal for setting up institutions (OSC/ Shakti Sadan/ Shakti Niwas/ Palna)

1. Location of the Institution: -----

2. Name of the hospital/medical facility/Government

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

3. Requirement of Fund :

a) Recurring Expenditure:

(Rs. in Lakhs)

Sl. No	Items/Components	2022-23			2023-24		
		1 <sup>st</sup> Half Year	2 <sup>nd</sup> Half Year	Total	1 <sup>st</sup> Half Year	2 <sup>nd</sup> Half Year	Total

## Mission Shakti - Scheme Implementation Guidelines

i)	One Stop Centre Management:						
ii)	Stationary (Cartridge, Paper etc.)						
iii)	Electricity						
iv)	Telephone/Fax						
v)	Catering/Food						
vi)	Clothing & Medicine & Kit etc.						
vii)	Any other item out of Contingency fund						

(Change items as per requirement of institutions)

### b) Non Recurring Expenditure:

(Rs. in Lakhs)

S.No	Items/Components	2022-23
i)	Refurbishment of Existing facility:	
ii)	Refrigerator:	
iii)	Computer Peripherals (Desktop, Printer, Scanner)	
iv)	Telephone, Fax, Internet, Modem	
v)	Furnishing for the ward (bed, side table, chair) mattresses, pillows and curtains	

## Mission Shakti - Scheme Implementation Guidelines

vi)	Furnishing for other rooms	
vii)	CCTV Camera	
	Total	

c) For Construction of the Centre, if required -----

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

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

a. Location of the land -----

b. Area of the land -----

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

d. Name of the Agency identified by State for construction

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

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

**Authorized Signatory**

**Name and Designation:**

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

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