

Government of Rajasthan
Directorate of Women Empowerment
(Women Protection Cell)
J-7, Jhalana Institutional Area

No. F16 (1) (54) DWE/WPC/2012/Part-II/ 6.1977

Jaipur, dated: 18.11.2013

Notice

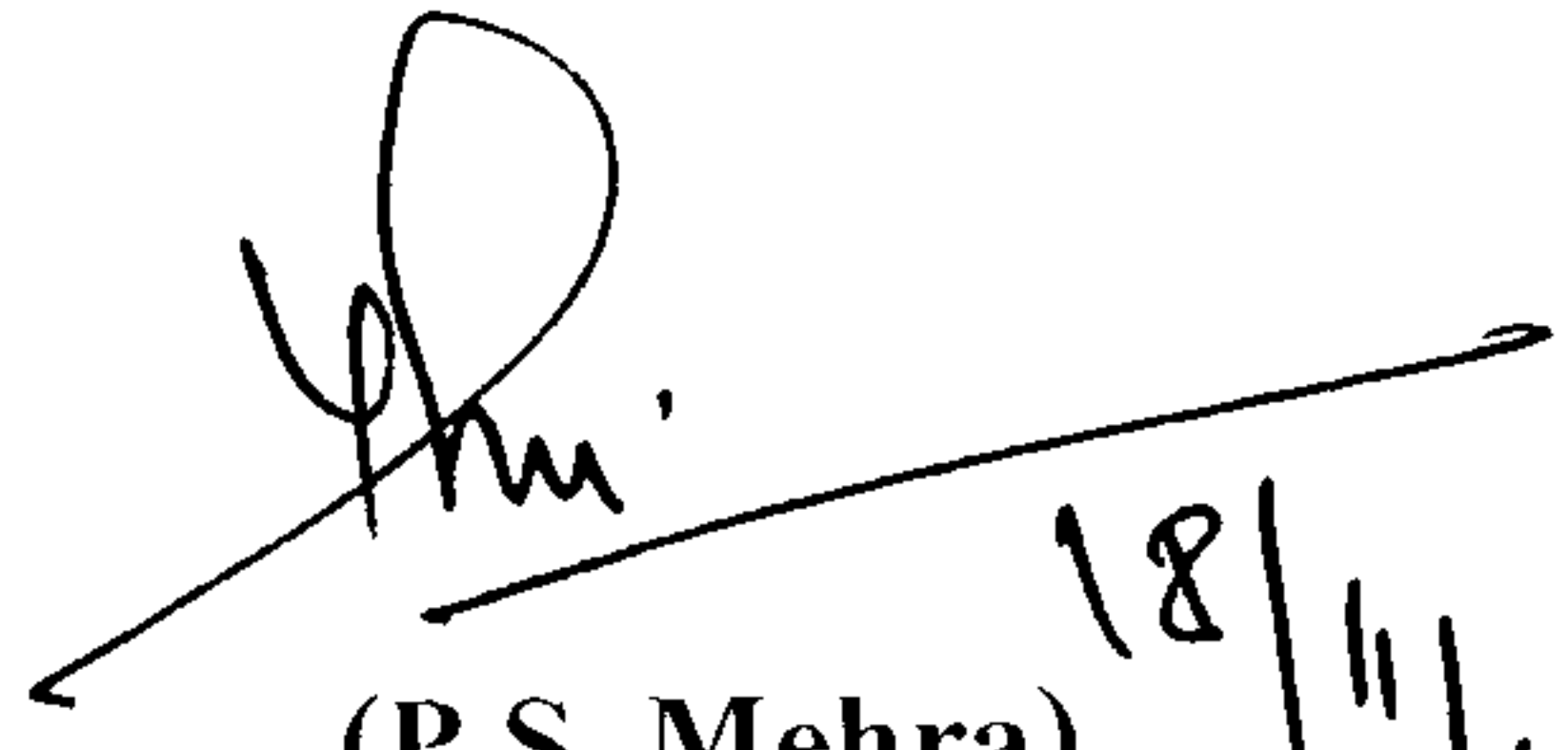
This is to inform you that the Ministry of Labour & Employment, Government of India is implementing a Grant-in-aid Scheme for welfare of women Labour under which financial assistance is provided to NGOs/VOs in form of Grant-in-aid to organise working women and educating them about their rights/duties, legal aid to working women and organising Seminars and workshops aiming at raising the general consciousness of the society about the problems of women labour especially in unorganised sector.

The focus of this scheme is to undertake intensive awareness generation activities among women labour, in the area of wages, like minimum wages, equal remuneration etc. to disseminate information on various schemes available for the benefit of women labour in the 100 Gender Critical Districts. Out of these, Jhunjhunu, Sikar, Karauli, ShriGanganagar, Dhaulpur, Alwar, Dausa, Bharatpur, Sawaimadhopur and Jaisalmer are Gender Critical Districts in Rajasthan.

The details of the scheme are available on the Ministry's website- www.labour.nic.in/mainsectt./Division/womenlabour/grant-in-aidscheme/pdf and this department's website - www.wcd.rajasthan.gov.in.

Thus, project proposals are invited from the NGOs/VOs working in the field for implementing the scheme in the above districts, latest by 25.11.2013, at the following address so that the same can be forwarded to the Ministry of Labour & Employment, Government of India.

The Director,
Department Women Empowerment,
J-7 Jhalana Institutional Area,
Jhalana Dungri, Jaipur.
Telefax : 0141- 5196317
E-mail : renuras75.2008@gmail.com


(P.S. Mehra) 18/11/13
Principal Secretary
Women & Child Development



सत्यमेव जयते

Anil Kumar Khachi
Joint Secretary
Telefax: 23718935

श्रम एवं रोजगार मंत्रालय
भारत सरकार
श्रम शक्ति भवन, रफी मार्ग,
नई दिल्ली-110119
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
SHRAM SHAKTI BHAWAN, RAFI MARG,
NEW DELHI-110119

D.O. No. A-42011/04/2012-C&WL II

Dated the November, 2013

Dear Sh. Mehra,

The Ministry of Labour & Employment is running a Grant-in-aid Scheme for welfare of women labour. Under this Scheme financial assistance in form of Grant-in-aid is provided to NGOs/VOs for organizing working women and educating them about their rights/duties, legal aid to working women and organizing Seminars, workshops etc. aiming at raising the general consciousness of the society about the problems of women labour.

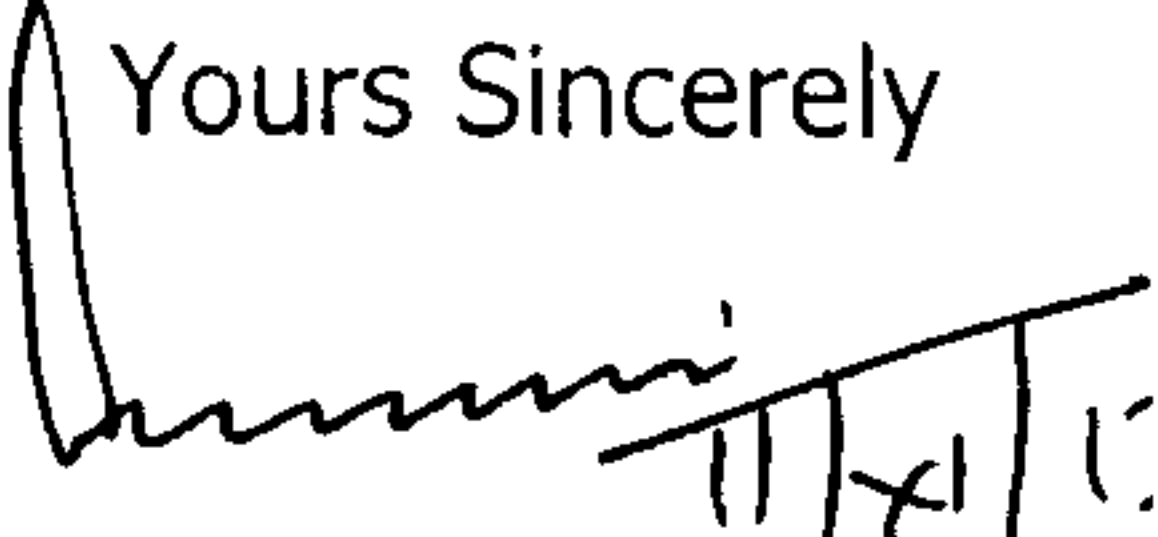
2. The projects relating to awareness generation campaigns for women labour are funded under this scheme. The focus of this scheme is awareness generation among women labour, in the area of wages, like minimum wages, equal remuneration, etc to disseminate information on various schemes Central/State Government agencies available for the benefit of women labour. Recently the scheme has been revised to encourage participation is available on Ministry's website (www.labour.nic.in/mainsectt./Division/womenlabour/grant-in-aidscheme/pdf).

3. In the 4th meeting of Inter Ministerial Coordination Committee (IMCC) under National Commission of Empowerment of Women (NMEW) held under the Chairmanship of Cabinet Secretary, the Committee has identified 100 Gender Critical Districts with lowest Child Sex Ratio. It has been decided to undertake intensive awareness generation activities on existing laws/legislation in 100 Gender Critical Districts (list enclosed) and in community mobilization by different stakeholders.

4. As you aware that the women workers, especially those in the unorganized sector are caught unfortunately, in vicious circle of illiteracy, poverty, indebtedness, and low income levels. Since these workers are mostly unorganized, they are incapable of raising their voices for their rights. Therefore for spreading awareness among women workers, it is very essential to organise them and make them aware of their rights so that they are able to assert their equal status in the work place and the Society at large.

5. Hence, I request your support for encouraging NGOs/VOs to spread awareness about the scheme especially among the women labour in unorganized sector and also request for forwarding project proposals for the benefit of women labour. The proposals, with your recommendation may kindly be sent by the end of November, 2013.

With regards,

Yours Sincerely

(Anil Kumar Khachi)

Shri P.S. Mehra
Secretary-cum-Commissioner
Department of Women &
Child Development
Government of Rajasthan
Govt Secretariat,
Jaipur - 302 015

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Annexure 4. List of 100 Gender Critical Districts with very low Child Sex Ratio

100 Gender Critical Districts for improving the Child Sex Ratio Primary Census Abstract, 2011					
S. No.	State	District	Child Sex Ratio (0-6 Y)		Change (2001-2011)
			2001	2011	
1	HARYANA	Mahendragarh	818	775	-43
2	JAMMU & KASHMIR	Samba	798	779	-19
3	HARYANA	Jhajjar	801	782	-19
4	HARYANA	Rewari	811	787	-24
5	JAMMU & KASHMIR	Jammu	819	795	-24
6	HARYANA	Sonapat	788	798	10
7	MAHARASHTRA	Bid	894	807	-87
8	HARYANA	Ambala	782	810	28
9	UTTARAKHAND	Pithoragarh	902	816	-86
10	HARYANA	Kurukshetra	771	818	47
11	PUNJAB	Tarn Taran	784	820	36
12	HARYANA	Rohtak	799	820	21
13	PUNJAB	Gurdaspur	789	821	32
14	HARYANA	Karnal	809	824	15
15	PUNJAB	Amritsar	792	826	34
16	HARYANA	Yamunanagar	806	826	20
17	HARYANA	Kaithal	791	828	37
18	JAMMU & KASHMIR	Pulwama	1046	829	-217
19	MADHYA PRADESH	Morena	837	829	-8
20	HARYANA	Gurgaon	807	830	23
21	JAMMU & KASHMIR	Kathua	847	831	-16
22	PUNJAB	Muktsar	811	831	20
23	JAMMU & KASHMIR	Badgam	963	832	-131
24	HARYANA	Bhiwani	841	832	-9
25	GUJARAT	Surat	859	835	-24
26	PUNJAB	Mansa	782	836	54
27	PUNJAB	Patiala	776	837	61
28	HARYANA	Panipat	809	837	28
29	RAJASTHAN ✓	Jhunjhunun	863	837	-26
30	HARYANA	Jind	818	838	20
31	PUNJAB	Sangrur	784	840	56
32	MADHYA PRADESH	Gwalior	853	840	-13
33	JAMMU & KASHMIR	Anantnag	977	841	-136
34	PUNJAB	Sahibzada Ajit Singh Nagar	785	841	56
35	UTTAR PRADESH	Baghpat	850	841	-9
36	PUNJAB	Fatehgarh Sahib	766	842	76
37	GUJARAT	Mahesana	801	842	41
38	MAHARASHTRA	Jalgaon	880	847	-33

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39	PUNJAB	Barnala	792	843	51
40	HARYANA	Faridabad	847	843	-4
41	UTTAR PRADESH	Gautam Buddha Nagar	854	843	-11
42	MADHYA PRADESH	Bhind	832	843	11
43	NCT OF DELHI	South West	846	845	-1
44	PUNJAB	Firozpur	822	847	25
45	GUJARAT	Gandhinagar	816	847	31
46	RAJASTHAN ✓	Sikar	885	848	-37
47	UTTAR PRADESH	Ghaziabad	854	850	-4
48	PUNJAB	Faridkot	812	851	39
49	HARYANA	Hisar	832	851	19
50	RAJASTHAN ✓	Karauli	873	852	-21
51	UTTAR PRADESH	Meerut	857	852	-5
52	MAHARASHTRA	Ahmadnagar	884	852	-32
53	PUNJAB	Bathinda	785	854	69
54	HARYANA	Fatehabad	828	854	26
55	RAJASTHAN ✓	Ganganagar	850	854	4
56	UTTAR PRADESH	Bulandshahr	867	854	-13
57	ODISHA	Nayagarh	904	855	-49
58	MAHARASHTRA	Buldana	908	855	-53
59	MADHYA PRADESH	Datia	874	856	-18
60	RAJASTHAN ✓	Dhaulpur	860	857	-3
61	GUJARAT	Ahmadabad	835	857	22
62	MAHARASHTRA	Aurangabad	890	858	-32
63	PUNJAB	Ludhiana	817	860	43
64	PUNJAB	Moga	818	860	42
65	RAJASTHAN ✓	Jaipur	899	861	-38
66	UTTAR PRADESH	Agra	866	861	-5
67	HARYANA	Sirsa	817	862	45
68	GUJARAT	Rajkot	854	862	8
69	JAMMU & KASHMIR	Baramula	961	863	-98
70	JAMMU & KASHMIR	Ganderbal	1014	863	-151
71	PUNJAB	Rupnagar	799	863	64
72	HARYANA	Panchkula	829	863	34
73	UTTAR PRADESH	Muzaffarnagar	859	863	4
74	MAHARASHTRA	Washim	918	863	-55
75	MAHARASHTRA	Kolhapur	839	863	24
76	JAMMU & KASHMIR	Rajouri	905	865	-40
77	JAMMU & KASHMIR	Srinagar	983	865	-118
78	PUNJAB	Hoshiarpur	812	865	53
79	NCT OF DELHI	North West	857	865	8
80	RAJASTHAN ✓	Alwar	887	865	-22
81	RAJASTHAN ✓	Dausa	906	865	-41
82	UTTAR PRADESH	Mahamaya Nagar	886	865	-21
83	HARYANA	Palwal	854	866	12
84	UTTAR PRADESH	Jhansi	886	866	-20

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85	MAHARASHTRA	Osmanabad	894	867	-27
86	MAHARASHTRA	Sangli	851	867	16
87	RAJASTHAN	Bharatpur ✓	879	869	-10
88	UTTAR PRADESH	Mathura	872	870	-2
89	MAHARASHTRA	Jalna	903	870	-33
90	PUNJAB	Kapurthala	785	871	86
91	NCT OF DELHI	East	865	871	6
92	RAJASTHAN	Sawai Madhopur ✓	902	871	-31
93	NCT OF DELHI	West	859	872	13
94	UTTARAKHAND	Champawat	934	873	-61
95	NCT OF DELHI	North	886	873	-13
96	UTTAR PRADESH	Kanpur Nagar	869	873	4
97	PUNJAB	Jalandhar	806	874	68
98	RAJASTHAN	Jaisalmer ✓	869	874	5
99	HIMACHAL PRADESH	Una	837	875	38
100	UTTAR PRADESH	Etawah	895	875	-20

Revised Guidelines on Grant-in-Aid Scheme for financial assistance to Organizations/ Institutions for taking-up Programmes/ Projects for the benefit of Women Labour

1. Introduction

1.1 The Ministry of Labour and Employment, Government of India, has been financing the voluntary organizations since 1981-82 by way of Grant-in-Aid for taking up action-oriented projects for the benefit of women labour.

1.2 Women workers, especially those in the informal sector are caught in the vicious circle of poverty, indebtedness, lack of economic assets and low-income levels. As a category of workers, they live and work under many constraints and hence are vulnerable to exploitation. To be specific, they are exploited in terms of wages and conditions of work. Very often the working conditions expose them to various health hazards which lead to uncertainty of income and employment. Since they are mostly unorganized, they are not in a position to assert themselves for their rights. Thus, women as a category of workers need special focus. Therefore, it is essential to organize them to make them aware of their rights as workers thereby enabling them to have equal status at work place and in the society.

1.3 Economic independence of women is one of the basic factors which can ensure equal status for women. A clear cut and well defined policy relating to women's employment was, for the first time, embodied in the Sixth Five-Year Plan and emphasized in all the Plans thereafter, laying stress on income generating schemes for women to enable them to participate actively in socio-economic development.

1.4 To achieve the above objective, the Government has been laying stress on the involvement of voluntary organizations in the development process. Ministry of Labour & Employment encourages Voluntary and Non-governmental organizations to take up projects for awareness generation among women labour by providing financial assistance to such agencies for organizing the unorganized women labour through awareness generation programmes. Besides the voluntary and Non-governmental organizations, the Ministry also encourages reputed academic

Institutions to undertake research studies on the problems and issues relating to women labour in informal and unorganized sectors and renders financial assistance to selected Institutions for conducting research studies.

2. Scope of Assistance

- 2.1 The amount of assistance given to Voluntary and Non-Governmental Organisations for taking up action oriented programmes aimed at benefiting women labour in the unorganized/informal sectors will be restricted to 75% **(90% in case of north-east states)** of the recurring cost of the project as per the approved budget. The remaining 25% **(10% in case of north-east states)** of the cost including non-recurring cost, if any, will have to be borne by the organization. An indicative budget for one day programme for 100 (50 for north east States) women labour is at Annexure I & 2. Duration of the project will be one year.
- 2.2 Research Studies on Women Labour problems entrusted to institutions will be funded in full and their duration will be decided on a case to case basis.
- 2.3 Duration of assistance will depend on each project and will be for a minimum of one year and will generally be restricted to the currency of the Five Year Plan. Sanction will however be accorded for a maximum period of three years at a time. Releasing of grants for the project after a year will be subject to fulfillment of prescribed terms and conditions.
- 2.4 In the event of assistance being available from any other source including international organizations like ILO, UNICEF, etc., for taking up the action programme on a multi-aided approach, total assistance from all sources will not exceed the ceiling mentioned in Annexure 3. If the project is already receiving assistance from any other source, including international organizations, the proposal should give complete details of such assistance. Financial assistance will not be available for such line items that have already been covered under programmes for which assistance have been received from other agencies. Similarly, if the organization is approaching any other source for partial funding, for example for the balance 25%, the Ministry should be kept informed.

2.5 In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government, the extent of assistance to the organisation would be 100%.

3. Eligibility

3.1 The Organizations/Institutions should be one of the following :-

- i) A Society registered under the Societies Registration Act, 1860,
- ii) A Public Trust registered under any law for the time being in force,
- iii) A Registered Trade Union,
- iv) A Charitable Company licensed under Section 25 of the Companies Act, 1956 and
- v) Universities/Institutions of higher learning set-up by an Act of Parliament/Assembly by Central/State Government and Organisations/Bodies/Self Help Group created under Plan/Non-Plan Scheme under the administrative control of Central/State Government Departments

3.2 In the case of a Voluntary Organization:-

- i) The organization should be such that its welfare and other programmes relating to women labour are accessible to the target group without any distinction of caste, religion or language.
- ii) The organization should be in a sound financial position and it should have the capability of executing programmes effectively and smoothly. **A minimum annual expenditure of recurring nature of the order of Rs. 1,00,000/- would, inter-alia, be considered as an indicator.**
- iii) The organization should preferably have two years of practical experience in the implementation of welfare programmes.
- iv) The organization should have been successfully involved in formation and promotion of activities of local Self-help Groups (SHG).
- v) Reputed Organizations/NGOs/Self Help Group/Universities/ Institutions with experience like Mahila Samakhya set up under Government of India/State Government programmes would be given preference.

- vi) For Agencies/Organisations/Institutions set up under Central/ State Government control the in 3.2(ii) & (iii) may not be a binding for allocation of project proposal under Grant-in-aid.
- 3.3. In the case of research projects, the scheme is limited to Universities/Institutions fulfilling the following criteria;-
- i) They shall be registered in India
 - ii) Research/Academic/similar Institutions recognized by the Central/State Governments and Universities recognized by the University Grants Commission.
 - iii) The organization should have prior experience of conducting at least one study in areas of social concern, either in thematic or in methodological dimension.

4. Types of Activities for which Financial Assistance is given*

- (i) Organizing working women and educating them about their rights and duties under various Labour Laws of Central/State Governments. Legal aid to working women (Annexure IV).
- (ii) Organizing seminars, workshops etc. aimed at raising the general consciousness about the problems of women labour.

***Note:** Model topics for awareness campaigns based on various labour laws are given at **Annex-5**. There should be one day programme covering a minimum of five topics. Out of which two topics as given in Annexure 5 are mandatory and for the rest, Organizations are free to develop and suitably modify them for local requirements/target group with the assistance of their resource persons. The number of camps/seminars/workshops should not exceed **two per month** and a maximum of **twenty per year**.

5. Procedure

- 5.1 Organizations desirous of taking up projects for women labour shall send their applications in Form I **through State Government/District Magistrate**. The **State Government/District Magistrate** will send their comments about the experience, financial capability and suitability of the organization to the Ministry of Labour and Employment within three months. The recommendations of the State Government/**District Magistrate** should be clear and unambiguous and

should be furnished in the prescribed format (**Form II**). **The proposal will be considered only on receipt of recommendations of the State Government/District Magistrate.** If it is felt by the State Government, that, release of grants is not proper to a particular organization, then the State Government shall send their views in this respect to the Ministry of Labour and Employment for consideration of the committee.

Recognized universities and organizations set up under Government of India programmes can apply directly.

- 5.2 The proposals shall be examined by a Committee with reference to all relevant factors such as eligibility, nature of activity proposed etc. If necessary, the applicant may be called to make suitable modification of the proposal w.r.t. eligibility, scope, duration, etc. This committee shall be headed by the Joint Secretary, incharge of women labour, Ministry of Labour and Employment and would include representatives from the Ministry of Women and Child Development and Education, Government of India and Financial Adviser (Ministry of Labour and Employment) or his representatives. The committee shall meet as often as necessary and at least twice, in a year preferably during the months of April and August. The decision of the committee will be conveyed to the organization in the form of an offer of Grant-in-Aid in **Form VI**. On receipt of this offer the organization has to submit acceptance in **Form VII**.
- 5.3 The organizations shall request the Ministry of Labour and Employment directly for release of grant installments and a copy of this request/application shall be sent to the State Government/District Magistrate's Office by registered post. The State Government/ Distt. Magistrate will evaluate the work of the voluntary organization/agency and will intimate the Ministry of their views from time to time. If it is felt by the State Government, that, release of grants is not proper to a particular organization, then the State Government shall send their views in this respect to the Ministry of Labour and Employment for consideration of the committee.
- 5.4 The G.I.A. amount for the project shall be released, subject to the terms and conditions mentioned. Renewal is automatic unless specifically terminated on grounds of breach of conditions as prescribed in para 6. The Committee referred

to para in 5.2 shall have such powers to recommend termination of the Grant-in-Aid after due process.

- 5.5 The sanction order will be issued for the entire approved project duration. Release of funds would be on final approval of project and would be on an annual basis wherein 75% of the amount of assistance would be released as first installment on receipt of acceptance letter, agreement bond and calendar of activities from the Organization. The programmes are to be organized only after issue of formal sanction orders and release of first instalment of grant in aid and Balance 25% would be released on completion of project and submission of utilization certificate, audited statement of accounts and necessary supporting documents together with vouchers within three months from the date of completion of programme. The completion report should be in Form.III.

6. Terms and Conditions of Grant-in-Aid

- i) Grant-in-Aid shall be used for the purpose for which sanction is given. An annual Utilization Certificate as per GFR 19A (Form IV) shall be furnished by the organization that the Grants-in-Aid has been utilized for the purpose for which it was sanctioned.
- ii) The organization shall submit a progress report in Form V after every three months for scrutiny by the Ministry. It would be at the discretion of the Ministry to stop further Grants-in-Aid, if it is observed that the desired objectives are not being achieved or the terms and conditions of sanction are not being adhered to. Apart from submitting Quarterly Progress Reports in Form V, the organization should also submit a detailed consolidated Completion Report in Form III alongwith all supporting documents including photographs, banners etc. clearly depicting the date and venue of the camp on completion of the project.
- iii) An Officer of the Ministry/State Government may physically check the work of the Organization to assess the status of the project financed by the Ministry.
- iv) The accounts of the organization shall be open to audit by the Comptroller and Auditor General of India or by the representatives from the Internal Audit of the Ministry and also for verification by Officers of the Ministry or State Government at any point of time.

- v) The amount of Grant-in-Aid released shall be credited to the account of the Organization and withdrawal will be by Cheque/Draft according to the procedure prescribed in the General Financial Rules.
- vi) An audited statement of accounts (in duplicate) duly countersigned by a Chartered Accountant for total cost of the project including organization's contribution shall be furnished to the Ministry within **three months** of the expiry of the time prescribed for which Grant in aid was released **or within three months of completion whichever is earlier.**
- vii) Utilization Certificate as per Form 19A of General Financial Rules in respect of the total amount of Grant-in-Aid sanctioned duly countersigned by a Chartered Accountant shall be furnished to the Ministry within **three months** of the expiry of the time period for which Grant-in-Aid was sanctioned or within three months of completion whichever is earlier.
- viii) Before the Grant is released, the Grantee shall execute an Agreement Bond on Stamp Paper of requisite value with two sureties in favour of the President of India that:
 - a) the grantee will abide by the conditions of the grant by the target dates, if any, specified therein, and
 - b) that the organization will not divert the Grants and entrust execution of the Scheme to another Institution(s) or Organization(s), and
 - c) shall abide by any other conditions specified in the agreement and in the event of failing to comply with the conditions or committing breach of the bond, the Grantee and the sureties individually and jointly will be liable to refund to the President of India, the entire amount with interest thereon or the sum specified under the bond.
 - d) While obtaining the prescribed bond, where it is necessary, the requirement of furnishing two sureties in addition, need not be insisted on if the grantee organization is a society registered under the Societies Registration Act, 1860, or is a Co-operative Society, or in whose case such sureties are not considered necessary by the Ministry.
- ix) The rate of interest to be charged on the terms of the proceeding conditions will be 6% per annum on the amount of grant-in-aid ordered to be refunded.
- x) Release of grants will be subject to the provisions of General Financial Rules, 1968 and amendments thereof as applicable.

- xi) In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government, the audited statement of accounts, utilization certificate(in duplicate) should be countersigned by Accounts Officer/designated Audit Officer.
- xii) At the venue of the programme, necessary banners/ boards will be displayed/erected indicating that the programmes are being organized on behalf of Ministry of Labour & Employment, Government of India.
- xiii) Prior intimation about the programmes should be given to the Ministry and State Government well in advance so that, if necessary, officials can be deputed to observe the programmes.
- xiv) Photographs, pamphlets, publicity materials etc. brought out in connection with the programme should be furnished to the Ministry.
- xv) Along with the utilization certificates, the organizations are required to submit vouchers certified by Chartered Accountant on expenditure incurred.
- xvi) The Government of India will have the right to direct the organization for making any changes in the programmes or in the estimated cost.
- xvii) No part of the grant will be utilized for meeting administrative/ establishment expenditure of the organization.
- xviii) The Government may lay down any other condition prior to the release of the grant.
- xix) Violation of any of the terms and conditions will attract penal provisions as per GFR as mentioned at (ix) above, besides blacklisting of the Organisation.

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Annexure – 1

**Budget for organizing a one-day Camp/Workshop/Seminar for 50 Women
Labour for North Eastern States**

Sl. No.	Items	Amount (in Rupees)
A	Honorarium	
A.1	<u>Honorarium for Coordinator^{&}</u>	<u>1,500</u>
A.2	Honorarium for the Office Assistant	500
A.3	Honorarium for Counselor/Motivator [*]	1,000
A.4	<u>Honorarium for the Resource Persons minimum 2 Nos.</u>	<u>1,500</u>
A.4	Incentive to Participants @ Rs.100/- per person	5,000
	Total	9,500
B	<u>Rent for Hall</u>	<u>1000</u>
C	<u>Refreshment/Lunch for the Participants (55X50)[^]</u>	<u>2750</u>
D	Stationary	500
E	Miscellaneous Expenses[#]	1,500
F	Total (A+B+C+D+E)	15,250

&: Coordinator is a person other than Counselor/Motivator and Resource Person and shall be responsible for organizing the programmes.

*****: includes transport also.

^: @ of Rs.55 per person i.e. tea with snacks @ Rs. 5/- and one lunch @ Rs. 50/-

Expenses for banner, poster, sound system, audio visual aids etc.

NOTE: The number of programmes in a month is limited to two in a month and a maximum of twenty in a year.

Annexure – 2

Budget for organizing a one-day Camp/Workshop/Seminar for 100 Women Labour

Sl. No.	Items	Amount (in Rupees)
A	Honorarium	
A.1	<u>Honorarium for Coordinator</u> ^{&}	1,500
A.2	Honorarium for the Office Assistant	500
A.3	Honorarium for Counselor/Motivator [*]	1,000
A.4	<u>Honorarium for the Resource Persons minimum 2 Nos.</u>	1,500
A.4	Incentive to Participants @ Rs.100/- per person	10,000
	Total	14,500
B	<u>Rent for Hall</u>	1000
C	<u>Refreshment/Lunch for the Participants (55X100)</u> [^]	5500
D	Stationary	1,000
E	Miscellaneous Expenses [#]	3,000
F	Total (A+B+C+D+E)	25,000

&: Coordinator is a person other than Counselor/Motivator and Resource Person and shall be responsible for organizing the programmes.

*****: includes transport also.

^: @ of Rs.55 per person i.e. tea with snacks @ Rs. 5/- and one lunch @ Rs. 50/-

Expenses for banner, poster, sound system, audio visual aids etc.

NOTE: The number of programmes in a month is limited to two in a month and a maximum of twenty in a year.

Funding Norms for Grant-in-Aid

Categories of expenses for which Grant-in-Aid will be provided	Level of funding	Expenses for which Grants-in-Aid will not be provided
All approved activities	75% of recurring cost of the project as per approved budget (90% for North-Eastern States)	Acquisition of Land and Building, Purchase of Vehicles, Computers, Typewriters, Plant and Machinery etc.
Research Studies by Institutions/Universities on Women Labour problems	100%	
In case of Central/State Government organisation/institution/ autonomous bodies set under the Act of Parliament/State Legislation or any Self Help Group created under Plan and Non-Plan Scheme of Central/State Government	100%	

Broad objectives of conducting the projects mentioned in Section 4 (i) may be the following:-

- i) Organizing women labour in informal sector, making them aware of their rights and duties under various labour laws, grievance redressal mechanism of the Central and State Govts.
- ii) Helping women labour to avail various benefits available to them under different labour laws and Schemes operational with various departments under Central & State Government, Social Security Mechanism.
- iii) Legal-aid and counseling support to vulnerable women labour
- iv) Revamping support institutions at local-level for providing services to women workers in distress
- v) Developing models for participation of women workers in management of organization
- vi) Organizing and assisting formation of Self-help Groups of women labourers, and also assisting them in sustaining themselves.
- vii) Sensitizing the women labour regarding Health related issues, Prevention from HIV aids

Standard Topics for Awareness Generation Campaigns to be conducted by NGOs / Voluntary Organizations implementing GIA Scheme

1. Education and Empowerment of Women Labour
2. Laws applicable to Workers in the Unorganised Sectors: An Overview
3. Child Labour: Causes and Consequences
4. Salient Features of Minimum Wages Act, 1948
5. HIV/AIDS and its Implication in the World of Work
6. Health and Labour
7. Strategies for Elimination of Child Labour
8. Convergence of Efforts and its Significance for Elimination of Child Labour
9. Micro-credit and Self-help Groups
10. Salient Features of Child Labour (Prohibition and Regulation) Act, 1986
11. Sustainable Development Strategies for Women
12. Combating Child Labour: Role of Community
13. Child Rights
14. Women and Basic Human Rights
15. Development Programmes and Empowerment of Women Labour
16. Status of Women Labour in India
17. Workers' participation, Gender and Economic Development
18. Access to Community Resources for Development of Women Labour
19. Social Security for Informal Sector Workers
20. Enhancing Livelihood Security through the National Rural Employment Guarantee Programme.
21. Any other social issues of local relevance including Gender unbalance.

Note: Sl.No.1 & 2 are compulsory for one day camp/workshop/seminar. Other subject would be optional/based on local requirement

EMPLOYMENT OF WOMEN – PROTECTIVE LEGAL PROVISIONS

Sl. No.	Name of the Central Act	Special provisions for women
1.	The Beedi & Cigar workers (Conditions of Employment) Act, 1966.	Provision of crèches for the benefit of women workers in the industrial premises wherein more than fifty female employees are ordinarily employed.
2.	The Plantation Labour Act, 1951.	Provision of crèches in every plantation wherein fifty or more women workers (including women workers employed by any contractor) are employed or where the number of children of women workers (including women workers employed by any contractor) is twenty or more. Women workers are provided time off for feeding children.
3.	The Contract Labour (Regulation & Abolition) Act, 1970	Provision of crèches where twenty or more women are ordinarily employed as contract labour. Female contract labour to be employed by any contractor between 6.00 A.M. and 7.00 P.M. with the exception of mid-wives and nurses in hospitals and dispensaries.
4.	The Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979	Provision of crèches for the benefit of women workers in establishments wherein twenty or more women are ordinarily employed as migrant workers and in which employment of migrant workers is likely to continue for three months or more.
5.	The Factories Act, 1948	Provision of crèches in every factory wherein more than thirty women workers are ordinarily employed.
6.	The Mines Act, 1952	Employment in mines below ground prohibited and in any mine above ground except between the hours of 6 am and 7 pm however no employment of women between 10 pm and 5 am is permitted. Further, women employed above ground shall have rest period not less than eleven hours. Provision of separate toilets and washing facilities for women workers.
7.	The Maternity Benefit Act, 1961	Maternity benefits to be provided on completion of 80 days working. Not required to work during six weeks immediately following the day of delivery or miscarriage. No work of arduous nature, long hours of standing likely to interfere with pregnancy/normal development of foetus or which may cause miscarriage or is likely to

		affect health to be given for a period of six months immediately preceding the period of one week before delivery. On medical certificate, advance maternity benefit to be allowed. Rs.3500/- as Medical bonus to be given when no prenatal confinement and post natal care is provided free of charge
8.	The Equal Remuneration Act, 1976	Payment of equal remuneration to men and women workers for same or similar nature of work protected under the Act. No discrimination is permissible in recruitment and service conditions except where employment of women is prohibited or restricted by or under any law.
9.	The Employee's State Insurance (General) Regulation, 1950	Claim for maternity benefit becomes due on the date medical certificate is issued for miscarriage, sickness arising out of pregnancy, confinement or premature birth of child. Claim for maternity benefit becomes due on (General Regulation 1950) the date medical certificate issued for miscarriage, sickness arising out of pregnancy, confinement or premature birth of child.
10.	The Beedi Workers Welfare Fund Act, 1976	Appointment of women member in the Advisory and Central Advisory Committee is mandatory under these Acts
11.	The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Fund Act, 1976.	
12.	The Lime Stone and Dolomite Mines Labour Welfare Fund Act, 1972	
13.	The Mica Mines Labour Welfare Fund Act, 1946.	
14.	The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.	Representation of a women member on Building and other Construction Worker Welfare Boards. Provisions for maternity benefit to female beneficiaries of the Welfare Fund. Provision for crèches where Provision for crèches where more than 50 female construction workers are ordinarily employed.
15.	The Industrial Employment (Standing Orders) Act, 1946.	Provision regarding safeguards against sexual harassment of women workers at their work places.

Form- I

Application for financial assistance to NGOs/VOs for action-oriented projects on Women Labour. *

(d) ABOUT THE ORGANIZATION:

1. Name and address
2. Nature of the Organisation
(eg. Society, Trust, Co-operative, etc.)
3. Date of Constitution,
Registration along with the following papers :
 - a) Copy of Certificate of Registration
 - b) Copy of Prospectus/Bye Laws
 - c) Board of Management/Executive Body of organisation in the following format:

Sl. No.	Name	Social Category	Academic Qualification	Nature of Association (Full-time / Part-time)	Position held in the Organisation	Signature

- d) Annual Report of the previous three years
 - e) Copy each of the Receipts and Payments Accounts and/or Income and Expenditure Account and the Balance Sheet for the previous three years certified by a Chartered Accountant or a Government Auditor
4. Brief history and a brief account of the activities of the organisation since inception particularly in the field of women labour and whether similar programmes, have been taken up on behalf of other Government Departments.

5. Details of activities undertaken by the organization so far*:

Sl. No.	Year	Name of Activity	Details of Activity	Source of Funds indicating amount	Location/ Area of Activity	Duration of the activity	Target Group	No. of Beneficiaries

* Information in the boxes should be provided with adequate clarity. Additional sheets may be used for the purpose

6. Details of present office bearers:

Name & address	Qualification	Profession	Designation in the organization

7. Additional information, if any

8. List of additional papers, if any

9. Details of activities proposed to be undertaken by the organization for the benefit of women labour

Sl. No	Year	Month	Name of the Programme	Contents of the Programme	Venue of the Programme	Duration (in Days)	Key Resource Persons for the Programme*	No. of women labour participants per programme

*Full details like name and address, qualification and profession should be given

II. About the Projects:

1. Name of the Project
2. Place of proposed project :
(viz District/Municipality/Block/Village)
3. Objectives of the Projects :
4. Duration of the Project (one year fromto.....)
5. Target Groups (field of work of women labour)
6. Total No. of women labour to be organized
7. Total cost of the proposed project
(cost with item-wise break-up as at Annex I/A)
8. Cost (with item-wise break-up) of any similar project previously financed by the Ministry
9. Extent of financial assistance sought from the Ministry for the proposed Project

10. Other sources of finance for the project
(e.g. own funds, other organizations, etc.)
 11. Per beneficiary cost:-
 12. Output in measurable terms
(e.g. Number of Women labour expected to be benefitted, Type of benefits etc.)
 13. A brief write up of the proposed programme
(to be enclosed separately)
 14. Any other relevant information
-

***Note:**

- (i) Each column of the proforma should be filled up avoiding usages such as copy enclosed, see annexure, see audit report, annual report etc.
- (ii) All the documents to be enclosed should be in the order in which they are mentioned in the application form and should be properly indexed and numbered consecutively.

Form- II

Report from State Governments on project proposals submitted by Voluntary Organizations under the Grant-In-Aid Scheme on Women Labour*

1. Name & Address of the Organisation

2. Title of the Project

3. Year of registration of the Organisation
4. Place of Registration
5. Registration valid upto
6. Objectives of the Organisation
 - (i)

 - (ii)

 - (iii)

 - (iv)

7. Activities taken up by the Organisation in the preceding 3 years:
 - (i)

 - (ii)

 - (iii)

8. Experience of the Organisation in undertaking women labour Projects

9. Financial status of the Organisation:
10. Details of assets and liabilities (Last one year only)
 - a) Land and building
 - b) Equipment, furniture etc.

- c) Fixed Deposits, investment made, loans given
- d) Cash in hand and cash at bank
- e) Borrowings
- f) Other liabilities, if any

11. Source of funding of activities taken up in the previous 3 years (Central Govt./State Govt./other Govt. Depts./other Organizations). Please specify year, amount & source

(i)

(ii)

(iii)

12. Details of funding from external sources (other than those mentioned in col.11). Please specify year, amount and source.

(i)

(ii)

(iii)

13. Area in which the organisation wishes to take up work. (District, Block, Village)

14. Whether the organisation has undertaken work in the area previously.(Please mention period since when the agency has been working in the area and the nature of work taken up)

15. Persons involved with the project (Resource Persons)

Sl. No.	Name	Residential Address	Educational and other Qualifications	Occupation	Institutions to which they belong

16. Whether the Organisation has the experience/ability to take up the present project?

17. Whether the project is complete in all respects in accordance with the requirements of the scheme?

18. Whether there is any other women labour project of similar nature being implemented in the area?

Certified that the above facts have been verified. The project proposal is duly recommended for consideration by the Ministry of Labour and Employment, Government of India.

**Name, Stamp and Signature of Officer
of the State Government (Not below the rank of Joint Secretary)/
Distt. Magistrate**

***Note: Usage of wording such as copy enclosed, see annexure, see audit report, annual report etc. should be avoided while filling up the form.**

FORM III

Completion Report (Para 5.2 of Guidelines)

1. Name & Address of Organization :
2. Title of project sanctioned :
3. Sanction No. & Date :
4. Total approved cost of Project :
5. Amount of GIA sanctioned by the Ministry :
 - (a) First instalment received
 - (b) Second instalment due
 - (c) Organization's contribution
6. Details of projects/camps :
 - (a) Approved by Ministry
 - (b) Actually organized
7. Date of commencement of the project :
8. Date of completion of the project :
9. Target group and No. of Women Labour targeted :
10. No. of Women Labour actually organized :

11. Report of activities undertaken :

Details of Camps	Full Address of venue	Details of resource persons	No. of women labour organized	Report of proceedings in the camp (to be detailed separately)
1.		1. 2. 3.		
2.				
3.				
4.				

12. Shortfalls if any, and reasons thereof:

Place:

Date

Signature:.....

Name of Secretary of Organisation with stamp:

Ends (in originals) :

- i) Audited Statement of Accounts certified by Chartered Accountant(in duplicate)
- ii) Utilisation Certificate certified by Chartered Accountant (in duplicate)
- iii) Vouchers Certified by Chartered Accountant
- iv) Photographs of each Camp indicating name of Ministry, name of programme, date and venue
- v) Certified list of women labour participants
- vi) Any other relevant document

CERTIFICATE FROM REGIONAL LABOUR COMISSIONER(CENTRAL)/VILLAGE PRADHAN / REVENUE INSPECTOR /LOCAL AUTHORITY / MUNICIPAL AUTHORITY/DRDA AUTHORITY/LOCAL LABOUR AUTHORITY/ELECTED AUTHORITIES ETC. TO BE PRODUCED BY ORGANIZATION ALONG WITH COMPLETION REPORT

Certified that _____(name of the organisation) has successfully conducted all the sanctioned women labour programmes during the period from _____ to _____ at the venue(s) mentioned in the report (Col. 11) at a total cost of Rs. including Rs..... as organization's contribution as mentioned in the audited statement of accounts. It is recommended to release the remaining amount of grant in aid to the organisation.

(Signature):.....

(Name & Designation with stamp):.....

Place:

Date

FORM OF CERTIFICATE FROM RESOURCE PERSON

I _____(name of resource person) was engaged as a resource person by the _____(name of the organisation) in connection with the women labour awareness project conducted by the organization at _____(name of venue) on _____ on the topic _____.

Signature.....

Name & Designation :.....

Address:.....

Place:

Date:

