

GUIDELINES ON

SAHAYA

**(A Scheme for Protection, Care
and Rehabilitation of Beggars)**

**DEPARTMENT OF SOCIAL SECURITY AND
EMPOWERMENT OF PERSONS WITH DISABILITIES
GOVERNMENT OF ODISHA**

INTRODUCTION

The Constitution of India envisages equality, freedom, justice and dignity of all individuals and implicitly mandates an inclusive society for all. Article 21 of the Constitution provides the Right to Protection of life. Article 38 provides to secure a social order for the promotion of welfare of people by the States. Article 41 provides for making effective provisions for securing the right to work, to educate and to public assistance in case of unemployment, old age, sickness and disablement and in other cases underserved want.

The act of begging has commonly existed in every period of history. Beggary is the act of soliciting or receiving alms in a public place for earning livelihood, whether or not under any pretense such as singing, dancing, fortune-telling, performing or offering any article for sale. This act forms the source for labour disrespect decrease of human respect and damage of social and individual structure through violation of a number of humanitarian and religious feelings. For that reason, beggary stands before us as a psycho-social problem that has to be fought against and solved.

Beggary is the consequence of destitution, a situation of extreme vulnerability with multiple dimensions. Persons experiencing destitution live in a vicious cycle of poverty, homelessness, powerlessness, stigmatization, discrimination, exclusion and material deprivation, all of which mutually reinforce each other. Poverty or abandonment amongst homeless persons, persons affected with leprosy, the differently abled, persons with mental disabilities, the old, infirm and others in similar situations forced many people to adhere to begging. A substantial percentage of people who are found begging are persons with disability, infirm or affected by illnesses such as leprosy.

State laws on begging differ fundamentally in their approach towards the treatment of children found seeking alms. Under the Juvenile Justice (Care and Protection of Children) Act, 2015, children found begging are treated as victims in need of care and protection to be dealt with by child welfare committees. Some of the state laws, on the other hand, treat them as criminals who can be sent to an institution. The Beggars (Protection, Care and Rehabilitation) Model Bill of 2016 aims to set up a rehabilitative framework for people found begging. It does not criminalize begging, other than for repeated and organized begging, and does not allow for detention of dependents. It focuses instead on providing protection, care and support.

ELEMENTARY CONCEPT

Begging is defined in Indian law as soliciting or receiving alms in public place by exposing wound, injury, deformity or disease whether of himself or of any other person or animal. It is the practice of imploring others to grant a favor, often a gift of money, with little or no expectation of reciprocation. People affected with leprosy are often found displaced from mainstream society due to stigma attached to the disease and are forced to beg. The beggars include persons:

- a) soliciting or receiving alms in a public place, whether or not under any pretense such as singing, dancing, fortune-telling, performing or offering any article for sale ;
- b) entering on any private premises for the purpose of soliciting or receiving alms ;
- c) exposing or exhibiting, with the object of obtaining or extorting alms any sore, wound, injury, deformity or disease whether of a human being or animal ;
- d) having no visible means of subsistence and wandering about or remaining in any public place in such condition or manner, as makes it likely that the person doing so exists by soliciting or receiving alms ; and
- e) allowing oneself to be used as an exhibit for the purpose of soliciting or receiving alms.

The Social Security and Empowerment of Persons with Disabilities (SSEPD) Department, Government of Odisha recognizes that beggars are valuable human resource for the society and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society. The SSEPD Department, Government of Odisha, as part of an integrated initiative for beggars promotes the new umbrella scheme “**SAHAYA**” for protection, care and rehabilitation of beggars to be operated in a mission mode with manifold objectives.

OBJECTIVES

The Department recognizes that beggars are valuable human resource for the society and seeks to create an enabling environment that provides them equal opportunities, protection of their rights and full participation in society. To ensure equitable justice for beggars, primarily the leprosy affected, aged and differentially abled the “SAHAYA” scheme will focus on the following broad objectives:

1. To create an enabling environment to ensure equal opportunities, equity, social justice & empowerment of beggars.
2. To encourage voluntary action and participation of all stake holders for ensuring effective implementation of the scheme.
3. To expand outreach activities for rehabilitation of beggars and create facilities for providing appropriate rehabilitation services.
4. To promote individual and group initiatives by beggars for employment, self-employment and other socio-educational services.
5. To facilitate care of children of beggars including leprosy affected persons and encourage mainstreaming of their daughters.
6. To strengthen the existing implementation machinery and create facilities for coverage of all uncovered areas of the state for ensuring complete coverage of beggars.

STRATEGY

The approach of this scheme is to make available the whole range of services necessary for rehabilitation of beggars, especially the leprosy affected, aged and differentially abled. With a view to include beggars in the mainstream of society and actualizing their potential, the thrust would be on the following key strategies:

1. Survey and identification of beggars including the leprosy affected and issuance of required certificates and multipurpose smart cards to them.
2. Promote health status through health insurance and supply and fitting of mobility aids to beggars suffering from leprosy, disability and deformity.
3. Facilitate education through pre and post-matric scholarship for education of child beggars, destitute children and children of beggars.
4. Provide livelihood support through skill development training, supply of self-employment kit and formation of self-help groups.
5. Set up Rehabilitation Centres, Counselling & Referral Centre as well as Outreach and Mobilization Units for facilitating rehabilitation of beggars.
6. Organize programmes of sensitization of workers & activists, community awareness campaign and conduct research & documentation on beggary and destitution.

PROGRAMME COMPONENTS

The scheme of protection, care and rehabilitation of beggars aims at providing comprehensive rehabilitation support to all the target groups. The scheme will have the following programme components:

1. Survey & Identification
2. Assistance to Parents
3. Pre & Post Matric Scholarship
4. Skill development training
5. Self-employment kit
6. Self Help Group
7. Rehabilitation Centres
8. Outreach & Mobilization Unit
9. Mainstreaming Award
10. Marriage Incentives & Support
11. Sensitization of Workers & Activists
12. Community Awareness Campaign
13. Research & Documentation

SURVEY & IDENTIFICATION

No accurate estimates on beggars are available yet except those of crude estimates. It is important to note, however, that accurate figures are unavailable due to the fact that no formal estimation of the number of beggars living in Odisha has been conducted till date. The SSEPD Dept. has taken initiatives to conduct a state wide survey on beggars, results of which are yet to come. In view of the above facts the Dept. proposes to conduct survey and identification of beggars in the state from time to time. This survey and identification process will help the Dept. to enroll all of them in different schemes and programmes.

ASSISTANCE TO PARENTS

a) Need for Supportive Money

Awareness and information is needed among parents/ guardians to support their children, setting aside their discomfort and deeply held normative attitudes. Parents should be alert to the risk of the children facing bullying and other violence outside the home — in the extended family, at schools, on the playground, and support them accordingly. They also need to take cognizance of the escalation in stress and discrimination faced by children of beggars including leprosy affected persons.

Counseling and other mental health services that affirm the child's inferiority complexes are needed for the child as well as their parents. Support groups help parents to overcome social taboos and realize that they, as parents, are not alone. Additionally, existing forums such as the Anganwadi Centres, Self-Help Groups and Bharat Nirman Volunteers (BNVs) may be oriented on these issues, and involved in providing information to parents of children and to the society at large.

Financial assistance will be provided to the parents of beggars including leprosy affected persons in order to support such parents in successfully bringing up their children against societal intolerance, stigma, discrimination and violence. It shall also act as a feeder program for the component of pre and post matric scholarship.

b) Eligibility

For purpose of claiming financial assistance, the following criteria shall apply:

1. Parents are beggars including leprosy affected persons and permanent domicile of Odisha.
2. The age of the child is less than 18 Years.
3. In case of death of the parent, supportive money will be made available to the guardian subject to production of the relevant Certificate of guardianship obtained from Competent Authority.

c) Extent of Assistance

The assistance under the head will be provided to parent at the rate of Rs 1000/- (rupees one thousand only) per child per month and can be paid till the child attains the age of 18 years.

d) Modus of allocation/ sanction / disbursement of assistance

1. The parents desiring to avail the assistance will submit an application as given in the **Annexure A** through the Block/ ULB Administration.
2. The Block/ ULB Administration on receipt of such applications will verify the information given therein with reference to records available, and recommend for sanction to concerned DSSO.
3. On the receipt of all such recommended applications, the concerned DSSOs will scrutinize the applications and get those sanctioned from the Collector as per rules and procedures.
4. DSSO, as the case may be, after sanctioning the assistance, will place Block and ULB wise requirement of funds to SSEPD Department at the beginning of the financial year.
5. After sanction of the assistance amount, the DSSO will ensure that bank account is opened in post office or scheduled commercial bank in the name of the child jointly with father / mother/ guardian.
6. The District Social Security Officer (DSSO) will see that such requirement reaches him / her by the given date line.
7. After receipt of requirement from the DSSO, the Department will release funds in first allotment to the DSSOs & fund will be remitted to concern child directly.
8. After disbursement, the DSSOs will submit consolidated UCs to the Department by the 31st March with due countersignature of the Collector.
9. The DSSOs will make online entry of data on parents assisted including information on the children of beggars including leprosy affected persons.

PRE & POST MATRIC SCHOLARSHIP

The objective of the component is to provide financial assistance to the child beggars and children of beggars studying at pre and post matriculation or post-secondary stage to enable them to complete their education. These scholarships are available to the child beggars and children of beggars for studies in India only and are awarded where the applicant is studying.

a) Scholarship

1. The students desirous to avail the scholarship shall submit applications in prescribed format to the DSSO with certification/ recommendation by head of the educational institutions.
2. Under this scheme students so eligible will get scholarship for a maximum period of 10 months in an academic year. The students availing scholarship from either the Central or State Govt. under any other scheme shall not be considered.
3. Rate of scholarship

Sl.	Category	Rate/ PM
1	Pre-Matric (From Std. V to X)	800
2	Post-Matric (From Std. XI –XII)	1,000
3	General Graduate/ Post Graduate Courses	1,500
4	Professional Degrees/ Diplomas/ Certificates	2,000

4. The DSSOs will scrutinize the applications and shall submit requirement of funds to the Department by end of September. After receipt of the funds DSSOs will remit the scholarship to the accounts of the students with the approval of Collector.
5. The scholarship required will be remitted in advance for one year in question and roll over to the next academic session.
6. The utilization certificate on the expenditure shall be submitted by the DSSO along with proof of remittance with due counter signature of Collector to the Department by 28th February of each year.
7. Efforts should be made to utilize funds in the same year. In exigencies the undisbursed balance amount should be rolled over for next year payment and shall be utilized first.

b) Conditions of Eligibility

For the purpose of award of scholarship under the scheme, applications can be submitted subject to fulfilling the following conditions.

1. The applicant is a bona fide resident of Odisha.
2. The applicant is either a beggar or child of a beggar.
3. The applicant is a regular student of recognized educational institutions.
4. The applicant shall have family income of not more than Rs. 2, 40,000/- per annum.
5. The applicant is not in receipt of any financial assistance from State Govt./ Central Govt. under any other scheme.

c) Modus of allocation/ sanction / disbursement of scholarship

1. The students desiring to avail the scholarship will submit an application as given in the **Annexure B** through the head of institutions immediately after taking admission.
2. The head of institution on receipt of such applications will verify the information given therein with reference to records available, and recommend for sanction to concerned DSSO.
3. On the receipt of all such recommended applications, the concerned DSSOs will scrutinize the applications and get those sanctioned from the Collector as per rules and procedures.
4. DSSO, as the case may be, after sanctioning the scholarship, will place Block and ULB wise requirement of funds to the Department under intimation to the Collector concerned.
5. After sanction of the scholarship amount, the DSSO /head of the institution will ensure that bank account is opened in the name of the candidate in case the candidate is 18 years of age or above, or a joint account in the name of father / mother/ guardian of the candidates in case the candidate is below 18 years.
6. The District Social Security Officer (DSSO) will see that such requirement reaches him / her by the given date line.
7. After receipt of requirement from the DSSO, the Department will release funds in first allotment to the DSSOs & they will remit the fund to the students directly.
8. After disbursement, the DSSOs will submit consolidated UCs to the Department by the 31st March with due countersignature of the Collector.
9. The scholarship will be payable from the month of admission up to end of the academic session including the month of examination subject to maximum of 10 months in an academic year.
10. For continued absence for a period not exceeding three months, the scholarship shall be paid in full, provided that the absence is on health ground. In case of continuous prolonged absence without justified reasons, the DSSO concerned shall take a decision after making an inquiry.
11. The DSSOs will make online entry of data on students including information on passing out from the course followed with certification.

SKILL DEVELOPMENT TRAINING

The component aims at providing skill development trainings to the beggars to enable them to start income generating activities on their own or get gainfully employed in some sector or the other. Skill Development, is essential for beggars to get wage/self-employment and for higher earnings, and/or improved working conditions, such as getting formal certification for hitherto informal skills, and/or moving from informal to formal sector jobs or pursue higher education/training. Soft skills (which would include computer literacy, language and workplace inter-personal skills relevant for the sector/trade) will be an integral part of the skills training process and will be suitably integrated into the course modules. All Skill Development courses offered under the scheme framework will conform to the standards prescribed under National Skill Qualification Framework (NSQF).

Funds under skill development schemes will be available for the following:

- a) Capital expenditure for creation/up gradation of infrastructure for skill development training.
- b) Recurring cost of training individual trainees including placement costs.
- c) Support for boarding & lodging in case of residential training and/or transportation cost for non-residential students.

Budgetary Provisions:

- a) Base cost @ Rs. 27.50 per hour of training. The hourly rates shall be inclusive of cost components such as i) Mobilization of candidates, ii) Post-placement tracking/monitoring, iii) Curriculum, iv) Placement expenses, v) Trainers' training, vi) Equipment, vii) Amortization of infrastructure costs/ utilities, viii) Teaching Aid, ix) Raw material, and x) Salary of trainers.
- b) To and fro transport cost as per actuals may be payable to trainees.
- c) For residential trainees boarding & lodging costs up to a maximum per trainee per day @ Rs. 175/- for rural areas and @ Rs. 200/- for urban local bodies will be reimbursed.
- d) Upon successful completion of non-residential skill training programmes, and after certification, all persons will be reimbursed the cost incurred in travelling to and from the training centre subject to maximum of @ Rs. 1,000/- pm.
- e) In order to enable the newly skilled PwDs to settle into their jobs/ vocations under wage employment, post placement support would be provided directly to the candidate @ Rs. 1,500/- per month for maximum of two months.

a) Eligibility

1. A beneficiary should be a person in destitution above 18 years of age.
2. The beneficiaries whose parents'/ legal guardians' income from all sources including the income of the beneficiary does not exceed Rs. 2.40 lakh annually.

Illustrative list of trades may include:

- | | |
|---|--------------------------------------|
| 1. Carpentry | 15. Tie & Die Training |
| 2. Computer Application & DTP | 16. Leather Art Training |
| 3. Stone Carving | 17. Spray Painting & Denting |
| 4. Diary Making Training | 18. Welding & Fitter Training |
| 5. Electrician Training | 19. TV, VCR, Radio Repairing |
| 6. Pearl Culture | 20. Garment Designing |
| 7. Gem Cutting & Polishing | 21. Beauty Culture & Hair Dressing |
| 8. Motor Windings Fitting Training | 22. Cooking/Catering Services |
| 9. Videography & Photography | 23. Renewable Energy |
| 10. Plumbing Training | 24. Bedside Attendant & Home Nursing |
| 11. Printing, Composing & Book Binding | 25. Refrigeration & Air Conditioning |
| 12. Motor Cycle / Autorikshaw Repairing | 26. Food Preservation & Processing |
| 13. Spinning & Weaving | 27. Horticulture (Mushroom etc.) |
| 14. Leather Works & Shoe Making | 28. Craft Work (Bamboo, Wood) |

Note: The above list is not exhaustive but merely an illustrative list of activities.

SELF EMPLOYMENT

Socio-economic rehabilitation of beggars is one of the core areas of concern. For this purpose skill training along with entrepreneurship development training will be one of the priority activities. But, in many cases the beggars instead of coming to vocational training centres are adopting to family professions or other economic activities with traditional training and practical experience by doing. Among all these categories a number of beggars are not interested in any financial assistance but require a startup kit to start business. They face problems in availing such kits due to want of support they require for the purpose.

Beggars in these categories will be provided Self Employment Kits depending upon their trade requirement so that they can start their business from small scale or home based units and earn livelihood for themselves and their families. For this purpose such potential beggars can be identified along with the trade they are interested in pursuing and can be provided Self Employment Kits. The composition of kits and categories of kits which can be provided will be finalized in consultation with the SSEPD Dept. by the concerned DSSOs before procurement.

Group endeavour for generating self-employment based individual income including production; marketing, service centres etc. can also be promoted by the beneficiaries. The projects must ensure the object of providing individual income to the members of the group. Such proposals must contain details of the activity, minimum ensured income per member etc. Projects not exceeding one time investment of Rs. 20.00 lakhs will be considered.

SELF HELP GROUP

Group based business activity can be good options for the beggars. Formation of Self- Help Groups by beggars can be useful. The SHGs duly constituted by not less than 5 members (both males & females) and registered with DSSOs will be supported with one time assistance of Rs. 50,000/- for initial activity support and start-up capital.

The programme envisages promoting the SHGs through skill upgradation, entrepreneurship development training, book keeping and accounting, knowledge of market and some basic skills about activity etc. DDRCs/ NGOs / Voluntary Agencies / Development Agencies/ ITIs and RUDSETI type institutions/ capable agencies with good track record and professional competence to successfully implement such training.

REHABILITATION CENTRES

Beggars, apart from training, medical support, shelter etc. also requires emotional and psychological support, and encouragement as well as personality development training. For this purpose, rehabilitation centres will be set up with composite service facilities including skill training in different trades, personality development, yoga, soft skills education, counselling and other services. The centres will have facilities of residential training, farming activities, and psycho-social motivation for coming out of the state of destitution and reintegration with the mainstream society. The rehabilitation centres will strive to assist the beggars for engaging them in meaningful and sustainable activities as a measure of rehabilitation and livelihood support.

OUTREACH & MOBILIZATION UNIT

Beggars are seen mostly in public places including market, temples and railway station and even move from door to door for seeking alms. As such beggars spread over the state soliciting or receiving alms. Outreach & Mobilization Unit will identify beggars and provide intensive counseling and motivation to all identified beggars and will refer them to different service centres. The unit will ensure access of all beggars to basic necessities they need to be provided essential entitlements such as safe shelters, food, clothing, education, safe drinking water, and sanitation with the help of grassroots organizations, so that the benefits reach the end beneficiaries. The unit will link the beggars to different schemes and

programmes of the SSEPD and other line Departments and ensure that they receive deserved services and reintegrate with the mainstream society.

Under this programme support for following will be admissible:

- a) installation of helpline
- b) honorarium to counselor
- c) honorarium to IT staff engaged for operation of telephone, computer & social media
- d) office furniture & equipment
- e) expenses for telephone, computer peripherals and
- f) rent, recurring, travel and other contingencies.

MAINSTREAMING AWARD

The beggars are forced to live in solitude and often found indulged in soliciting or receiving alms in a public place in humiliating conditions. The beggars in process develop psycho-social problems and even develop sense of insecurity and inferiority complexes which at times prevent them from mainstreaming. In many cases in the initial period of mainstreaming effort many of the beggars find it difficult to continue in mainstream life even after availing packages of rehabilitative services. To ensure a long term incentive and support the beggars they are required to be awarded incentives. The beggars returning to mainstream society will be awarded an incentive support of Rs. 50,000/- . The award amount will be placed in fixed deposit in the name of person in destitution for a minimum period of three years in his name.

MARRIAGE INCENTIVES & SUPPORT

The beggars including leprosy affected persons being the victims of social taboos and situation of extreme vulnerability with multiple dimensions are often forced to stay out of the social circle along with their children. These persons experiencing destitution live in a vicious cycle of poverty, powerlessness, stigmatization, discrimination, exclusion and material deprivation, all of which mutually reinforce each other. Upbringing and education of children these people neither suffer for rearing of their children but also have to strive to educate them. The beggars including leprosy affected persons have to face the challenge in getting their daughters married to persons in mainstream social life not only due social taboos attached to them but also poverty and powerlessness.

The beggars including the leprosy affected persons getting their daughters married in mainstream social life are required to be facilitated for the purpose. This component envisages supporting such parents for marriage of their daughters. The support amount for this purpose will be limited to Rs. 50,000/-. The applicants have to apply for assistance in the prescribed form at **Annexure - C** for consideration and sanction.

SENSITIZATION OF WORKERS & ACTIVISTS

Issue concerning beggars is a cross cutting issue for many line departments and a number of officers and staff of SSEPD and other departments are involved in providing different services to the beggars. Many of employees due to lack of adequate basic knowledge and information of problems and issues concerning beggars are unable to handle the matters relating to beggars. To address the issue special provision has been made to sensitize Govt. officials, NGO heads, PRI members, corporate managers and such other officials on issues relating to beggars.

COMMUNITY AWARENESS

Services and infrastructure for rehabilitation of beggars are to be promoted and institutions in govt., NGO and even corporate sectors are to be encouraged to come forward to work for the beggars. But due to want of proper information on availability of services for them a major section of beggars are unable to take the benefit of those available services. To sensitize the beggars and their families on services, schemes and programmes available for them and educate the community at large. Under this head following activities will be admissible:

- f) IEC material preparation (print/ electronic)
- g) Organization of fairs/ festivals
- h) Publication of magazines/ news letters
- i) TV/ Radio/ Print media publicity
- j) Cultural shows/ street plays
- k) Community level meetings/ campaigns
- l) Posters, Hoardings, Banners
- m) Events for Beggars (sports/cultural)
- n) Such other awareness activities

RESEARCH & DOCUMENTATION

Destitution is a situation of extreme vulnerability with multiple dimensions. The beggars trapped to vicious cycle of poverty, homelessness, powerlessness, stigmatization, discrimination, exclusion and material deprivation, all of which mutually reinforce each other. Much can be learned about the experience of beggars, therefore, by studying how they are living, organizing, and advocating for their rights across different social and political conditions. Similarly documentation on rehabilitation models and initiatives is another arena of concern. For this purpose the Dept. proposes to support such research and documentation activities.

ROLE OF DISTRICT ADMINISTRATION

The District Administration will coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation of the beggars in the district. District Administration needs to undertake detailed survey to identify all beggars living in the district so that an action plan to cover each person by appropriate benefits can be drawn up. Most of the problems of the beggars could be dealt with by effectively bringing them into the fold of Government schemes that already exist. However, benefits under most of the schemes are not reaching to the beggars because there is very little awareness among the implementing officers about the need to focus on the transgender persons or even earmarking of funds under schemes for beggars. Roles may include:

- a) Survey and identification of all beggars and creation of detailed database.
- b) Convergence and synergy among various development schemes for beggars such as homestead land, housing, Adhaar Card, Ration Card etc.
- c) Facilitate enrolment of all child beggars and children of beggars in schools, disbursement of scholarships and skill training of youths in destitution.
- d) Health care and restoration of their physical strength by diagnosis and treatment of their diseases and promote universal health insurance coverage.
- e) Ensure coverage of beggars in all programmes and schemes, employment and self-employment etc. and support for tool kits and CMRF assistance
- f) Developing daily living and activity skills by restoring their psychological strength, confidence and self-esteem
- g) Help placing elderly beggars in old age homes, women beggars in Swadhar or short stay homes and lepers put in homes built under ongoing Government-programmes.
- h) Provide opportunities to all beggars for redressal of grievances, settlement of issues concerning guardianship and justice.
- i) Basic literacy should be provided and help of Art of living can be taken to develop sustainable life skills through training programme
- j) Enroll all beggars in different social security programmes and develop social identity of beggars.
- k) Promote participation of line departments, NGOs, Red Cross and other CSR agencies in the process of rehabilitation of beggars.
- l) Awards should be given by the District Administration to the top 25 beggars in the District on independence/ Republic day to those beggars who achieve complete self-transformation physically, mentally, intellectually, psychologically and socially.

ROLE OF BLOCK/ ULB ADMINISTRATION

The Block/ Urban Local Body Administration are expected to coordinate and converge the programmes and schemes of the Government for promoting comprehensive rehabilitation and due rights and opportunities for the beggars in their respective jurisdiction through:

- a) Coverage of beggars under different schemes of poverty alleviation, housing, pension etc.
- b) Sensitization of local leaders and PRI members on rights and issues concerning beggars.
- c) Participation of CBOs, BNVs, and other stake holders at the grass root level.
- d) Survey and identification of beggars, implementation of schemes and instructions issued by the Department/ District Administration.

BUDGET PROVISION & UTILIZATION

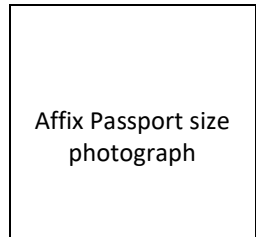
The Collectors concerned should place the estimated budget requirement for their respective districts well in advance to the SSEPD Dept. for release of funds. In case of NGOs the application/ request for funds shall be submitted to the SSEPD Dept. in prescribed proforma enclosed in **Annexure- D** along with support documents.

Proper records of beneficiaries, the acknowledgement of receipt of appliances by them, the tender procedure followed etc. should be maintained as per govt. financial procedures. Utilization Certificates for the programme/ project should be sent to the Director SSEPD by 31st March of the ongoing financial year. Similarly the NGOs shall submit utilization certificate (**Annexure-E**), audited statement and report cards along with such other documents as may be asked for. All soft copies must be sent to the Director, SSEPD at ssepsec.od@nic.in within one month of completion of programme/ activity.

Annexure A

**APPLICATION FOR AWARD OF SUPPORTIVE MONY TO BEGGARS INCLUDING LEPROSY
AFFECTED PARENT/ GUARDIAN FOR THEIR CHILDREN**

1. Name of Child :
2. Date of Birth (enclose birth certificate) :
3. Caste/ Sub Caste :
4. ADHAAR Number of Child if any (enclose copy) :
5. Parent's Name :
6. Address :
7. Applicant's name & address (if applicant is other than parents) (enclose Certificate of guardianship obtained from Competent Authority) :
8. If continuing education mention class and school name & address (enclose studentship certificate from head of the institution) :
9. Family Income per annum (please enclose Income Certificate) :
10. Any other information applicant wishes to provide :



I hereby declare that information provided above is true to the best of my knowledge and I am aware that providing wrong information will make me liable to legal action and recovery of support money amount.

Date:

Name & Signature of the applicant

Place:

Name & Signature of Parent/ Guardian

**APPLICATION FOR AWARD OF SCHOLARSHIP TO
CHILD BEGGARS & CHILDREN OF BEGGARS
(for education after IV standard)**

1. Name of the Candidate :
2. Address :
3. Date of Birth/ Sex :
4. Father's name, :
5. Family Income per annum (please :
enclose Income Certificate)
6. Details of last examination :
passed (enclose mark sheet and
certificate thereof)
7. Course/ Class of education for :
which scholarship applied for
(academic session, duration, & date
of admission)
8. Name and address of the :
institution where course is
under-taken
9. Whether hosteller or a day :
scholar please specify
10. Details of Scholarship / Stipend / :
financial assistance being
received for the same course (if
any)
11. Any other information applicant :
wishes to provide

Affix Passport size
photograph duly
attested by the
head of the
institution

I hereby declare that information provided above is true to the best of my knowledge and I am aware that providing wrong information will make me liable to legal action and recovery of scholarship amount.

Date:

Name & Signature of the applicant

Place:

Name & Signature of Parent/ Guardian

(TO BE FILLED IN BY INSTITUTION)

Recommendation of the institution

(only one application per student is to be recommended)

1. Certified that Shri/Kum./Smt. _____ is studying course of _____ which is (please tick the relevant or specify) Elementary/ Secondary/ Higher Secondary/ Diploma / Degree / PG level study / any other (please specify _____) and is presently studying in -

(Tick whichever is applicable)

I Year	II Year	III Year	IV Year
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The duration of the course is _____

2. The information furnished above by the student is in order and correct as per records of the Institution.
3. The student is receiving scholarship / financial aid / stipend from _____ / not receiving any scholarship / financial aid / stipend from any other source as per records of the Institute
4. General conduct of the student is satisfactory/ unsatisfactory (please strike out whichever is not applicable)

Signature & Name of Head of Institution / Registrar / Dean

Date: _____

Place: _____

Seal of the Institution

Certified that the applicant is not receiving any financial assistance from state Government/ central Government under any other scheme

Place: _____

Signature of Block Development Officer/
Executive Officer NAC/ Municipality

Date: _____

**APPLICATION FOR ASSISTANCE TO BEGGARS INCLUDING LEPROSY AFFECTED
PARENT/ GUARDIAN FOR MARRIAGE OF DAUGHTERS**

A Details of Parents

1. Parent's Name :
(in case of guardian enclose
Certificate of guardianship obtained
from Competent Authority)
2. Address :
3. ADHAAR Number of parents :
(enclose copies)

B Detail of Daughter

1. Name of daughter :
2. Date of Birth (enclose birth :
certificate)
3. ADHAAR Number :
(enclose copy)
4. Educational Status :
5. Employment Status :

C. Other Information

1. Name & Address of Groom with :
whom marriage is fixed
2. Scheduled date of marriage :
3. Any other information applicant :
wishes to provide

UNDERTAKING

- a) I hereby declare that information provided above is true to the best of my knowledge.
- b) I have not claimed benefit under this scheme earlier.
- c) I am aware that providing wrong information will make me liable to legal action and recovery of support money amount.

Date:

Name & Signature of the applicant

Place:

Name & Signature of Parent/ Guardian

Form of Application for Grant –in-Aid to NGOs/ VOs

1. Financial Year for which Grant –in- Aid Requested for :
2. Project for which grant –in- aid applied for (enclose detail project proposal & beneficiary list) :
3. Amount of grant-in-aid applied for (enclose detailed estimate) :
4. Name & complete address of managing organization (PIN Code, Phone, Fax, website, Email etc.) :
5. Date of Establishment :
6. Registration Details (Act under which registered with no. & date) (enclose copies of certificates & Byelaws) :
7. If registered under FCR Act, registration number, date & validity period (Enclose copy) :
8. Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies) :
9. Registration under PWD Act 1995 and NTMR Act 1999 (enclose copies)/ Others (Specify) :
10. Details of Governing Body/Managing Committee of the Organization (in the format) :
11. Financial status of the organization (enclose auditor’s report & balance sheet with IT return certificate for last 3 years.) :
12. Whether separate project -wise accounts have been maintained for grants sanctioned earlier? :

S. No.	Name & Address	Occupation	Tel. No.	Educational Qualification

13. Whether principle of joint operation of Bank Accounts is being followed? :

14. Details of assets of the organization (in format) :

Sl.	Items	No. of Units	Value
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15. List of available professional staff with RCI registration number :

Sl.	Name & Address	Qualification	RCI Registration Number
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16. Activities/ programmes of the organization (please enclose latest annual report) :

17. Projects/ programmes under implementation (in format) :

Sl.	Project Name	Location	Beneficiaries (category & no.)	Project cost
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18. Weather the organization is ever black listed or charge sheeted by any authorities? If yes details thereof. :

19. Details of Bank Account (with branch address, account number, IFSC/ RTGS code etc.) :

20. Name and address of contact person with mobile & email address :

21. Utilization Certificate in respect of last year's GIA submitted or not. Enclose a copy of the same.

22. Any other (specify) :

Date:

**Signature of
Secretary/ President with Seal**

FORM O.G.F.R. 7 A

(See Rule 172)

Form of "Utilization Certificate for the Year _____

I hereby certify that the grant placed at my disposal/at the disposal of in the year,.....and the amount available for expenditure during the said year were as follows :—

- I. (a) Unspent balance at the end of the year : Rs.
- (b) Grant received during the year of : Rs.
Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever it is dependent on such authority and in other cases only the number and date of sanction and designation of sanctioning authority.
(F. D. Memo. No. 30007-(144) F-, dared the 27th July, 1962)
- Total** : Rs.
- II. Expenditure during the year
- (i) Out of unspent Balance as in 1 (a) above : Rs.
- (ii) Out of the grant referred to in 1 (b) above : Rs.
- Total** : Rs.
- III. unspent balance at the end of the year Rs.

2. I further certify that the expenditure of Rs..... shown as expenditure in the year has been expended solely on under my charge within the Jurisdiction of and for no other purpose and that the sum of Rs. (.....) shown as balance at the end of the year. is available for expenditure and no part or it has been diverted to other purposes.

Contd....p/2

// 2 //

3. I further certify that a list of works on which the expenditure Rs. has been incurred and the amount spent on each has been prepared and maintained in my office in the office of the;

Dated, the

Chairman/President/ Secretary of

Dated, the

DISTRICT OFFICER

Dated, the

HEAD OF THE DEPARTMENT

MONTHLY PROGRESS REPORT

1.	Reporting Month	:	
2.	Programme / Component	:	
3.	Programme Location	:	
4.	Implementing Agency	:	

Part I – Physical Progress

A	Skill Upgradation Training for PwDs	Up to Last Month	Current Month	Total
1	Nos. admitted to Rehab Centre			
2	Nos. registered for training			
3	Pre-training Counselling			
4	Skill training			
5	Post training support			
6	Post training employment			
7	Post training Self-employment			
8	Post employment follow-up			
9	Others (Specify)			

B	SHGs	Up to Last Month	Current Month	Total
1	Nos. registered for SHG			
2	Number of SHGs formed			
3	No. of SHGs Opened Bank Account			
4	No. SHGs provided one time assistance			
5	Nos. covered under Skill upgradation			
6	Nos. of EDP Training Conducted			
7	Others (Specify)			

C	Others	Up to Last Month	Current Month	Total
1	Counseling Services			
2	Personality Development Training			
3	Self-Employment			
4	Self- Employment Kits			
5	Others (Specify)			

D	Community Awareness (IEC)	Up to Last Month	Current Month	Total
1	Meetings Conducted			
2	Street Plays organized			
3	Video Shows organized			
4	Events for Beggars			
5	IEC material prepared			
6	Cultural shows/ competitions organized			
7	Publication if any			
8	Others (Specify)			

Part II – Special Aspects

1	Details of Notable Events	:	
2	Special Achievements	:	
3	Success Stories	:	Enclose Case History with Photograph/ Video
4	Problems, if any during	:	
5	Others (Specify)	:	

Part III – Financial Performance

A Receipts						
Sl. No.	Approved Budget (Head Wise)	Grants			Other Sources	Grand Total
		Receipts up to Last Month	Receipts during the Month	Total Receipts		
1						
2						
3						
4						
5						
	TOTAL					

B Expenditure							
Sl. No.	Approved Budget (Head Wise)	Grants available for the Year	Expenditure			Balance Available	Remarks
			Up to Last Month	During the Month	Total Expenditure		
1							
2							
3							
4							
5							
	TOTAL						

(Signature of Authorised Signatory)

Name: _____

Designation: _____

Dated: _____