

# SWAWLAMBAN

PROPOSAL NO.01/WDU/S-01/2016 DATED 31<sup>ST</sup> MARCH,2016  
GRANT-IN-AID SCHEME FOR SKILL DEVELOPMENT TRAINING OF  
RURAL & URBAN WOMEN & GIRLS AND TRANSGENDER  
OF THE DISTRESSED & UNDER PRIVELEDGED SECTION OF THE SOCIETY



## **Scheme Guidelines and Application Format of Swawlamban & Swawlamban Special**

**Implemented by**  
**West Bengal Women Development Undertaking**  
(A Government of West Bengal Undertaking)  
**Women Development and Social Welfare Department**  
**Government of West Bengal**

Nirman Bhavan, Ground Floor, Salt Lake City, Kolkata – 91  
Phone No – 033 2359 2252 / 2359 2253, Fax – 033 2359 2254  
Email Id – [wbwdut@gmail.com](mailto:wbwdut@gmail.com)



## **GENESIS**

Successive Plans have emphasised the need for creating employment opportunities for women. For this purpose a number of programmes have been taken up by the Central and State Governments but earlier efforts have not achieved the desired results primarily because of lack of proper linkages between training, supply of raw-materials, quality control, assured market and managerial skills. The industrial policy of the Government of India has also been emphasizing the need for setting up of industrial units in the backward areas of the country. It is against this background that NORAD assistance (later renamed- SWAWLAMBAN) assistance started to be utilized. This assistance mainly aims at providing skill development training to rural & urban women & girls for employment generation leading to income generation.

Since the year- 1982:83, Department of WCD, Ministry of HRD, Govt. of India has been extending financial assistance for implementation of the schemes through the Department of W & CD & SW, Govt. of W.B. In the year – 2005:06, Secretary, Department of W & CD, Ministry of HRD, Govt. of India in her letter D.O. No.- 19-12/2005-Swawlamban(NORAD) dated. 05.07.2005 intimated that the scheme is being transferred to the State Government w.e.f. 01.04.2006 with a request to the State Government to make provision for financial allocation in the annual budget from 2006-07 onwards.

Accordingly Department of WCD & SW, Govt. of W.B. issued a Memorandum mentioning that the scheme will be continued under 'State Plan' (No.3469(3)-SW/IW-43/96(Pt.-I) dated. 15.11.2006 with a budget provision under the State Plan head A/C- "2235-02-103-3P-012-V-31-02". The Office of West Bengal Women Development Undertaking (A Govt. of W.B. Undertaking), LA-Block, B-7, Sector-III, Salt Lake, Kolkata-98 (now Office has been shifted to Nirman Bhavan, Ground Floor, Salt lake City, Kolkata – 91) has been declared as the "Nodal Agency" for the purpose of implementing the scheme from time to time as per requirement observing the orders and guidelines of the Finance Department, Govt. of W.B.

## **OBJECTIVES OF THE SCHEME**

The scheme has been observing the following broad objectives –

- a) Developing skill leading to generating of income of the women & girls in crisis situation and from the under privileged section of the society ensuring economic participation of women and transgender in the family.
- b) Providing 'Entrepreneurship development training' for making them capable for taking up bankable projects after the training.
- c) Influencing small & cottage entrepreneurship with a motive to create viable markets in the domestic as well as overseas.
- d) Converging different facilities available with the Local Government for all round development of the women & girls.
- e) Creating scope for alternative source of employment to women & girls in tribal areas, closed tea gardens, hills, islands and slums without any overlapping of similar programme.

## **COVERAGE**

- 1) The scope of the scheme will be in any rural & urban areas within the jurisdiction of the state of West Bengal .
- 2) The scheme will be implemented by selected NGOs as per criteria, profit making companies registered under Company's Act and recommendation by the District Authority.
- 3) The socially distressed Women & girls including Transgender of the age group of 18-35 yrs. are to be covered in the programme; traffic victims, potential traffic victims, sex workers and women in moral danger be given priority and if necessary the upper age limit for such category of women be relaxed up to 45 years.
- 4) The proposed beneficiaries are to be selected in consultation with BDO/SDO/DSWO/ADM and a list to be submitted duly signed by them after the project is sanctioned.

- 5) Minorities will be given top most priority and twelve(12) such priority districts will see the most viable & feasible projects .
- 6) Indigenous and traditional trades will be opted for undertaking such training programme depending on the nature of availability of raw-materials & scope for marketing of finished products.

## **MODE OF IMPLEMENTATION**

Steps to be followed from selection of projects to completion –

- a) Eligible & interested NGOs/Companies may submit an intent letter along with **application in prescribed format** (without any list of trainees but with other NGO/company related supporting documents) applying for assistance to implement the scheme in blocks or municipal areas to the Office of District Magistrate (Social Welfare Section) and to the Office of the WB WDU at Nirman Bhavan, Ground Floor, Salt Lake City, Kolkata – 91 for Kolkata District. DSWO of the District has been declared District Manager for WB WDU.
- b) Selection of NGOs/Companies at districts (except Kolkata) will be done by the District Magistrate of the concerned district on the basis of recommendation from the concerned BDOs / SDOs & DSWOs and that in Kolkata District will be done by the Office of WBWDU or any designated officer of the Directorate of Social Welfare, Govt. of West Bengal. Selection of NGOs/Companies have to be made after following criteria as mentioned below without any deviation on the basis of letter of intent :

### **For NGOs:**

- NGOs must have been registered **at least three years** prior to the date of application and renewed the registration regularly.
- The Governing Body of NGO should comprise of **at least 1/3<sup>rd</sup> female members and the** list of latest Governing Body duly authenticated by District Magistrate has to be furnished along with the application.
- The NGO should have provision of **imparting Vocational Training in their Objectives** of Association.
- NGO should have **excess of income over expenditure (surplus)** during last three years to be supported by last three years audit and annual report.
- NGOs should have sound financial condition and the proposed project cost should not exceed last two years annual turnover.
- Working experience in the field of Women & Child development with priority in organizing training programme.
- NGOs registered in a district and opting to work in other district/s should have branch office/s at the working district/s with NGOs bank account/s separately to handle the fund to be allotted for implementation of the project.
- Generally **“ONE NGO - ONE PROJECT”** will be followed while selecting NGOs/Companies & projects.

### **For Companies:**

- The Company/Organisation must have been registered with the Registrar of Companies **at least three years** prior to the date of application.
- The Company/Organisation must be a law compliant with regular periodical compliances of applicable Laws.
- The Company/Organisation should have at least one Women Director on its Board and adequate precautions should be provided for protection of Women, their Rights and for Prevention of harassment. The list of BOD Members duly authenticated by the Managing Director of the Company/Organisation along with DIN of the BOD Members has to be furnished along with the application.
- The Company/Organisation should have framed Rules duly approved by the Board for imparting Vocational Training and Payment of Stipend.
- The Company/Organisation should be required to submit a periodical report to the Sponsor or Agency about the training provided and progress of the trainee candidates.
- The Company/Organisation will have to follow model guidelines as may be provided by the Sponsor Agency.
- The Company/Organisation must have sufficient experience in either Training or Women Empowerment or both.
- The Company/Organisation have to furnish Audit Report along with Directors’ Report of the last three years prior to the date of application for assessment of its financial capacity. The Company/Organisation should have excess of income over expenditure (surplus) for the stated period.
- The Company/Organisation registered in a district and opting to work in other district/s should have branch office/s at the working district/s with Company/Organisation bank account/s separately to handle the fund to be allotted for implementation of the project.
- Generally **“ONE COMPANY/ORGANISATION - ONE PROJECT”** will be followed while selecting Company/Organisation & projects.

- c) After selection of NGOs/Companies & projects submitted by them required documents related the applications are to be collected from the selected NGOs/Companies and application to be processed at District level. For Kolkata District that would be done at the Office of the WBWDU.

### **PROJECT APPROVAL COMMITTEE (PAC)**

For the purpose of final sanction of projects at the State level under the scheme, a “**Project Approval Committee (PAC) for Swawlamban**” under the Chairmanship of **HMOS (IC)** of the Department has been constituted by the Department. Of CD and WD & SW, Govt. of W.B.

### **MODE OF RELEASE OF FUND**

Fund will be released to NGOs / Companies in three instalments after execution of “Bond Agreement”, submission of “list of selected trainees & trainers” and “broad sheet with quotations of fixed assets.

The 1<sup>st</sup> instalment will comprise of 100% of non-recurring grant & 50% of recurring grant out of the total sanctioned project cost.

The 2<sup>nd</sup> instalment comprising of balance 40% of recurring grant will be released subsequently on receipt of the following documents from the NGOs through the District Authority in case of district and directly by WBWDU through Directorate of Social Welfare, Govt. of W.B. in case of KOLKATA – directly /through authority specified by WBWDU.

- i. Progress report in proforma.
- ii. Audited Utilisation Certificate in proforma.
- iii. Audited statement of accounts – Balance sheet/ Income Expenditure/ Receipts & payments.
- iv. Month wise & Item wise report on production and sale of products in proforma.
- v. A/C payee Demand Draft in the name of – WEST BENGAL WOMEN DEVELOPMENT UNDERTAKING of the 50% amount of the total sales proceeds earned during 1<sup>st</sup> half of the training program.
- vi. List of trainees who have been finally included in the training program from the approved list of trainees as already furnished to WBWDU before execution of ‘Bond of Agreement’ duly countersigned by DSWO.
- vii. Asset list in proforma.
- viii. Mid-term monitoring report from the appropriate authority (DSWO in the District).

The 3<sup>rd</sup> instalment comprising of the remaining 10% of recurring grant will be released subsequently on receipt of the verified Post Training Placement Report and analysis of the performance of the NGO/Company in that context by DSWO along with documents similar to that of 2<sup>nd</sup> instalment.

**In this connection please consult details booklet on release of fund for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> instalment of fund.**

### **MONITORING & EVALUATION**

After the project commences, monitoring (Mid-term) will be conducted by the District Authority (DSW)) after observing normal rules and procedures. Satisfactory reporting from the district will make the NGO/Company eligible to receive the 2<sup>nd</sup> instalment & 3<sup>rd</sup> instalment. After completion of the training programme another monitoring will be done by the District Authority on utilization of funds and quality of training programme in the proforma (Final).

TRADEWISE SCALE OF APPROVED EXPENDITURE FOR RAW MATERIALS WITH DURATION OF TRAINING				
SL NO	TRADE NAME	COST OF RAW MATERIALS (PER DAY PER TRAINEE ) EXISTING RATE(Rs)	COST OF RAW MATERIALS (PER DAY PER TRAINEE ) PROPOSED RATE(Rs)	Duration of training (in months)
1	Bamboo& Cane	7.5	9	6
2	Wood Carving	6	8	4
3	Handloom	5	8	6
4	Honey Production	7	8	6
5	Jute goods Manufacture	5	7	4
6	Leather goods	8	10	6
7	Mushroom Cultivation	3	5	4
8	Zari Craft & Patch Work	4	7	6
9	Handicrafts	8	9	6
10	Embroidery	5	8	6
11	Readymade Garments	6	8	6
12	Beautician	4	8	4
13	Community Health worker	Rs.500/- per head for entire course of training. Visiting MBBS Doctor @Rs 500/- per visit for 2 hour session not exceedomg Rs.5000/- per month	Rs.600/- per head for entire course of training.Visiting MBBS Doctor @Rs 1000/- per visit for 2 hour session not exceedomg Rs.10000/- per month	4
14	Consumer Electronics Repairing	4	7	6
15	Batik, tie & Block printing	4	7	4
16	Food Processing	6	8	6

**TRADEWISE SCALE OF APPROVED EXPENDITURE FOR RAW MATERIALS WITH DURATION OF TRAINING**

17	Handmade Paper Bags & Envelops etc	4	7	6
18	Soft toys making	6	8	6
19	Raxin bag Making	5	7	4
20	Canteen Management	4	5	4
21	Office Management	4	5	4
22	Screen printing	6	7	6
23	shoe Making	6	7	6
24	House Keeping	4	6	6
25	Wool Knitting	6	7	6
26	Costume Jewellery	nil	9	4
27	Cab Driving	nil	nil	4
28	Spice Grinding & Packaging	nil	10	4
29	Bakery	nil	10	6
30	Sanitary Napkin Making	nil	10	6

## cost of recurring & non recurring cost for Training courses implemented by any Corporate Sector will vary subject to the nature of training

Scale of proposed Expenditure					
RECURRING EXPENDITURE					
SL NO	HEADS	SPECIFICATION	EXISTING RATE(Rs)	PROPOSED RATE(Rs)	Remarks
1	Rent	A-class (Metropolitan City)	4000	5000	
		Municipality Area	3250	4000	
		C-class (rural area)	2500	3000	
2	Stipend of Beneficiaries	per head per month	200	500	
3	Raw Materials	Please consult tradewise details as annexed	NA	NA	
4	Honorarium of trainers Upto 20 trainees: 1 Instructor; next 20 trainees :1 instructor. For 50 trainees: 2 instructors	Trained trainer	5000 per month	6500 per month	
		Non-trained trainer	4000 per month	5000 per month	
5	Contingency		10% of recurring cost	15% of recurring cost	
<b>NON RECURRING EXPENDITURE (No furniture cost will be supported; NGO will have to provide cost of furniture and fixture and include the same in the budget separately)</b>					
1	Training Machinery	As per Market rate of approved dealers only	05 trainees:1 unit	05 trainees:1 unit	Machines should be purchased as per training syllabus
2	Training Equipments	As per Market rate of approved dealers only	05 trainees:1 unit	05 trainees:1 unit	Machines should be purchased as per training syllabus
3	Accessories/Tool Kits	As per Market rate of approved dealers only	05 trainees:1 unit	05 trainees:1 unit	Machines should be purchased as per training syllabus



## SWAWLAMBAN

### PROFORMA FOR APPLICATION

**I. PARTICULARS ABOUT THE APPLICANT ORGANISATION**  
(Should not leave any column blank, all the columns are mandatory):

- (i) Name of the applicant organization :
- (ii) Address (with pin code) :
- (iii) Date of registration/Number/Year :
- (iv) Contact Telephone number (with code) :
- (v) Fax number :
- (vi) E-mail number :
- (vii) Financial Status :

Sl. No.	Financial Year	Receipt & Payment	Income & Expenditure	Please mention Surplus (+) or Deficit (-)
1				
2				
3				

- (viii) Objectives of the organization  
(Objective of vocational training mentioned in Memorandum) :
- (ix) Source of funding (Govt./Non-Govt.) :
- (x) List of Governing Body members  
(1/3<sup>RD</sup> members should be women) :

**II. PROJECT DETAILS : (to be compulsorily filled in)**

- (i) Target Group (Mention Category of women to be trained) : APL/BPL/General/Minority/OBC/SC/ST/Widow/Deserted/Distressed
- (ii) Name of Trade applied for :
- (iii) New or Continuing Project Location of project (Detailed address i.e. vill/block/district/PIN Code with Contact Number & E-mail Id, if any) :
- (iv) Contact Number & E-mail Id, if any :

- (v) Women Population of Block(2001 census) :
- (vi) Duration of training program (in months) :  
Project Cost & beneficiaries (Details to be shown as per proforma with supporting documents) :
- (vii) Details of trainers :

Sl. No.	Name	Address	Qualification	Experience (Attach Bio-data & Training certificates duly signed by trainees)

- (ix) Raw materials details & source :
- (x) Proposed Plan for providing the trainees (To be filled in details-Compulsory)
- Orientation on Entrepreneurship Development aspects:
  - Support for Bank Linkage:
  - Support for backward/forward linkage:
  - Support for establishing contact with potential employer:
- (xi) In case, the NGO has received any grant under the scheme earlier, details to be mentioned & U/C – Accounts to be submitted (Compulsory) :

**III PROJECT DETAILS : (to be compulsorily filled in)**

- Description of the area (Socio-Economic Condition)
- Occupational details of the women of the locality (Women labour/Contract labour etc.)
- Socio-economic background of the target group
- Planning for post training placement of trainees
- Possible support agencies, banks and financial institutions for financial linkages after training.
- Specific experience of NGO in Income Generation activities with result achieved so far.
- Details of Bank accounts available with the NGOs.

**IV. Enquiry details: Enquiry to be conducted by the District / Block Authority in prescribed proforma regarding the project application and implementing Organisation.**

Date :

Signature of Chief Functionary of the NGO  
Seal

- Audit Report showing huge lump sum donation/subscription may be referred for verification.
- NGO/Company is responsible to completely implement a project for three subsequent batches once sanctioned.
- Application/Proposal will be rejected summarily if **Project Details vide Sl No. II & III is kept blank.**

### **CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION**

1. Whether the NGO/Company is registered under the Societies Registration Act/Under Companies Act to ROC. Registration certificate along with the copy of the renewal receipt in regard to the renewal of registration has been furnished.
2. Whether the NGO/Company has completed three years of registration. Registration certificate to be submitted.
3. Whether the NGO/Company has obtained certified/true copy of the Memorandum of Association & Bye-laws/Approval of Board.
4. Whether Objective of 'Vocational Training' has been incorporated in the certified copy of Memorandum/Board Meeting.
5. Whether the NGO/Company has developed three years annual report.
6. Whether details of Registered Office & Project Site Office with Bank details of the project site has been submitted.
7. Whether the NGO/Company has obtained audited Balance sheet (Receipt-Payment, Income-Expenditure, and Assets-Liabilities) for the last three financial years.
8. Whether application in the prescribed format for the project has been submitted.
9. Whether the NGO/Company has the financial capacity to undertake the programme (Surplus budget with utilization of other Govt. Grants).
10. Whether the NGO/Company has resolved in the G.B./Board meeting to take up the project for this training program.
11. Whether Rent Agreement in Rs.20/- Stamp paper has been submitted duly executed.
12. Whether syllabus of proposed training (approved syllabus of DIC or DRDC or TRYSEM or similar nature) has been furnished.
13. Whether bio-data and certificate of training & experience of at least two trainers/instructors have been furnished.
14. Whether Quotations from Dealers/Agents/Sub dealers etc. in support of NR items to be purchased have been submitted.
15. Whether audited statement & utilization certificate in respect of any Swawlamban projects implemented earlier have been submitted.
16. Whether post training employment status report verified by the District Authority in respect of any Swawlamban projects implemented earlier have been submitted.
17. Whether the NGO has one-third women members in the Governing Body/Executive Committee/Managing Committee (applicable as per Bye-laws of the NGO). Whether the Company has at least one Women Board Member.
18. Whether the NGO/Company has been inspected by any functionary of the Department of W & CD and SW, Govt. of W.B. or WBWDU. Report to be submitted.

## **SWAWLAMBAN SPECIAL**

**Introduction:** West Bengal Women Development Undertaking under the aegis of Department of Child Development, Women Development & Social Welfare has proposed to take up a new initiative for providing opportunities to the commercial sex workers and their children so that they can be engaged in alternative job assignment and leads an alternative life with dignity in the society. The children of Commercial Sex Workers are also very much vulnerable to the locality. This decision of introducing new “**SWAWLAMBAN SPECIAL**” Scheme for the rehabilitation of Commercial Sex workers and their children, who are staying with their mother in the locality, has been passed in the Board of Directors’ meeting on 31<sup>st</sup> July, 2015. It was thought that if income from alternative source would match more or less with their present income, then a CSW, in due course of time, are supposed to voluntarily give up her past profession and would be able to lead a life with dignity. Similarly, children of CSW living with their mothers in the locality may be imparted training through experienced NGOs in different trades so that the possibility of their entrance in the sex trade is minimised.

### **Target Beneficiaries:**

- Women of **Commercial Sex Worker** generally below the age 45 years (in exceptional cases may extend up to 55 years).
- **Children of CSW** particularly for junior artist in tele-serial production.

**Objective:** General objective of the scheme will be –

- a) To provide alternative career opportunities to commercial sex workers through appropriate job training and vocational training for skill up gradation to enable them to start their life afresh through alternative livelihood options.
- b) Income generated from alternative source, will enable the sex workers to leave their profession of sex trading voluntarily and start the life with dignity.

### **Methodology:**

Swawlamban Scheme will be implemented through NGOs who have experiences of minimum three years in working in the fields of children and women’s welfare in Red light areas 3 years subject to the condition that such organisation is registered under Society Registration Act or other relevant state Act. West Bengal Women Development Undertaking will act as nodal agency to implement the scheme.

**Mode of implementation, mode of release of fund, monitoring & evaluation process and general budget of Swawlamban Special Project will be same as per guidelines of Swawlamban scheme. In case of Recurring cost, the budget will be determined on the nature of trade and case to case basis and also subject to the approval of Project Approval Committee.**