



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. No. : BRLPS/ *Prog-Jobs/1093/17/1705*

Date : *10-08-18*

### Office Order

#### (Inspecting Women Hostels under DDU-GKY)

The Bihar Rural Livelihoods Promotion Society (BRLPS, Jeevika) is implementing the Deen Dayal Upadhyaya Gramin Kaushalya Yojana (DDU-GKY) in Bihar. Establishing separate secure and hygienic hostels for accommodation of female trainees under this scheme is one of the priorities of SRLM i.e. BRLPS (Jeevika) with safety, security and privacy of the female inmates in view.

For ensuring this it has been decided to constitute 4 - Member Committees at State and District levels comprising at least 2 female members in each committee.

These committees will visit such hostels run in districts at regular intervals to monitor safety and hygiene related conditions of female hostels run by PIAs of DDU-GKY. These committees will furnish status reports and their findings, recommendations for improving the situation thereof. They should focus on safety and hygiene related issues and submit the report after each visit to respective PIAs and SRLM through Nodal officers.

Members of the State Level Committee:

- i) One SPM – DDU-GKY
- ii) Two PM/YP level officers at least one of which shall be a female
- iii) SPM –SD or any other female member authorized by the CEO.

Following persons shall constitute the district level committees. The Committee will be constituted by the DPM of the district as below:

- i) DPM or Thematic Manager authorized by the DPM
- ii) YP or BPM
- iii) Manager – Jobs
- iv) Community leaders of CLFs/VOs

Role of Committee members:

- i) Providing Hindi version of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** to the inmates of the hostel as well as the PIAs and discussing over the same. Interaction with all inmates and discussing with randomly selected minimum 5 female inmates.

*[Handwritten signature]*

- ii) Detailed inspection of arrangements related to female inmates' entitlements such as food/accommodation, Washroom facilities and other hygiene related issues.
- iii) Detailed verification of the biometric/manual attendance.
- iv) Detailed verification of 'In and Out' register. Details of the visitors should be entered in the register. Purpose of meeting also to be entered. Photo ID (Photo copy) must be taken.
- v) Verification of CCTV footages.
- vi) To ensure that no female candidate is going home from the hostel unless accompanied by guardian (Mother/Father/Own Brother & Sister/Husband or someone authorized by the parents or husband).
- vii) In case of emergency, female candidates may go out with the warden and any female official of the training centre with information to the DPM concerned.
- viii) The credentials and antecedents of warden of the Hostel must be verified with the Police/Community Institutions (CLF/VO).
- ix) To ensure that verification of the background of all teaching and non-teaching staff involved in the DDU-GKY training programme has been done by the PIA.
- x) Committee members shall interact with female inmates in a separate room in the absence of warden/officers of PIAs to know the conditions of the hostel.
- xi) Committee shall submit the report in the prescribed format attached in Annexure- A.

The committee should be formed and oriented within a week of issuance of this order. Manager-Jobs/In-charge will be the Nodal Person for Orienting the Committee members within districts. 1<sup>st</sup> round of inspection should be done before 15<sup>th</sup> August, 2018 and report should be shared with respective PIAs and nodal person of the SRLM before 17<sup>th</sup> August, 2018.

Enclosure:

- 1) Annexure A – Inspection format



**(Balamurugan D.)**

Chief Executive Officer-cum-State Mission Director  
SRLM (JEEVIKA)

**Annexure A**  
**Inspection Format -Women Hostels under DDU-GKY & Roshni**

| <b>PIA Name</b>                         |                                                                                                                                    |            |           |                |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|----------------|
| <b>Address of the Hostel for Women:</b> |                                                                                                                                    |            |           |                |
| <b>SI No.</b>                           | <b>Key Indicators for Verification</b>                                                                                             | <b>Yes</b> | <b>No</b> | <b>Remarks</b> |
| 1                                       | Are staff and the inmates aware of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal Act, 2013)? |            |           |                |
| 2                                       | Can trainees safely go to and come back to the hostel from training center (Yes/No) ? If Not kindly mention the reason.            |            |           |                |
| 3                                       | <b>Is separate Security Guard for Women hostel available? (Yes/No) . If Yes kindly verify the below details:</b>                   |            |           |                |
|                                         | a) Is appointment letter from the organisation available?                                                                          |            |           |                |
|                                         | b) Is ID Proof of security guard available?                                                                                        |            |           |                |
|                                         | c) Is current and permanant address of security guard available?                                                                   |            |           |                |
|                                         | d) Is attendance Register/biometric attendance of security guard available?                                                        |            |           |                |
|                                         | e) Is credentials and antecedents of security guard verified by police/community?                                                  |            |           |                |
|                                         | <b>Is separate Female Warden for Hostel available?If Yes kindly verify the below details:</b>                                      |            |           |                |
|                                         | a) Is appointment letter from the organisation available?                                                                          |            |           |                |

|   |                                                                           |  |  |  |
|---|---------------------------------------------------------------------------|--|--|--|
| 4 | b) Is ID Proof of warden available?                                       |  |  |  |
|   | c) Is current and permanant address of warden available?                  |  |  |  |
|   | d) Is Attendance Register/biometric attendance of warden available?       |  |  |  |
|   | e) Is credentials and antecedents of warden verified by police/community? |  |  |  |
| 5 | <b>Trainees Entitlement</b>                                               |  |  |  |
|   | a) Is food Served as per menu?                                            |  |  |  |
|   | b) Is Food Served on time regularly?                                      |  |  |  |
|   | c) Is menu balanced and healthy?                                          |  |  |  |
|   | d) Is safe drinking water available?                                      |  |  |  |
|   | e) Does each candidate have a separate cot/bed/mat/bed sheet ?            |  |  |  |
|   | f) Does the bedsheet and pillow smell bad/dirty?                          |  |  |  |
| 6 | <b>Hygeine at Hostel</b>                                                  |  |  |  |
|   | a) Are separate washrooms and toilets for female trainees available?      |  |  |  |
|   | b) Is daily sweeping and dusting of hostel room being done?               |  |  |  |
|   | c) Is daily cleaning of hostel mess being done?                           |  |  |  |
|   | d) Is daily cleaning of washroom/toilet/washbasin being done?             |  |  |  |
|   | e) Is washroom airy and clean?                                            |  |  |  |
|   | f) Does odour prevails outside the toilet?                                |  |  |  |

|    |                                                                                                                                                                                                     |  |  |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|    | g) Is there any outside opening from toilet?                                                                                                                                                        |  |  |  |
|    | h) Is Soap/ Handwash available in toilet?                                                                                                                                                           |  |  |  |
|    | i) Is proper disposal of sanitary pads being done ?                                                                                                                                                 |  |  |  |
|    | j) Is proper disposal of garbage being done ?                                                                                                                                                       |  |  |  |
| 7  | <b>Trainees Transit</b>                                                                                                                                                                             |  |  |  |
|    | a) Are trainees going home from hostel accompanied by guardian/authorised person?                                                                                                                   |  |  |  |
|    | b) Are female trainees in case of emergency going out only with warden/female official of training center ?                                                                                         |  |  |  |
| 8  | <b>Medical Safety</b>                                                                                                                                                                               |  |  |  |
|    | a) Is First Aid Kit with important medicines and instruments available?                                                                                                                             |  |  |  |
|    | b) Is doctor on call along with name of doctor, qualification and consent letter from doctor available?                                                                                             |  |  |  |
| 9  | Are the contact list of important people displayed at hostel?                                                                                                                                       |  |  |  |
| 10 | Verification of In- and -Out Register :<br>a) Name of trainees<br>b) Entry and Exit time<br>c) Accompanying persons name and relation with trainees<br>d) Purpose of Exit<br>e) Time spent out side |  |  |  |
| 11 | Verification of trainees biometric attendance:<br>a) Daily attendance of trainees                                                                                                                   |  |  |  |
| 12 | Verification of warden attendance :<br>a) Daily attendance of warden                                                                                                                                |  |  |  |

|               |                                                                                                                                                         |                    |                  |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| 13            | Verification of CCTV footage installed at gate of the hostel's building.                                                                                |                    |                  |
| 14            | Verification of trainees grievance register and nature of grievances:<br>a) Safety and Security<br>b) Food and accomodation<br>c) Any other entitlement |                    |                  |
| 15            | Discussion with trainees in general and detailed discussion with minimum 5 trainees in absence of PIAs representatives                                  |                    |                  |
| 16            | Any other                                                                                                                                               |                    |                  |
| 17            | Feedback and Suggessions                                                                                                                                |                    |                  |
| <b>SI No.</b> | <b>Name of the Members of the Committee</b>                                                                                                             | <b>Designation</b> | <b>Signature</b> |
| 1             |                                                                                                                                                         |                    |                  |
| 2             |                                                                                                                                                         |                    |                  |
| 3             |                                                                                                                                                         |                    |                  |
| 4             |                                                                                                                                                         |                    |                  |