

TERMS & CONDITIONS FOR SANCTION OF GRANT

Grant:1.Sanction of grant-in aid is given provisionally subject to satisfactory performance, as per the Scheme

.2.Grant is given for honorarium of Counselors and purchase of non-recurring items (one time grant) for the Family Counselling Center. 90% grant is also given for other recurring expenditure, subject to a maximum of Rs. 80,000/-per annum. The organisation will be required to meet 10% matching share towards expenditure from its own resources.

3.The institution has neither been sanctioned nor is likely to receive grant for the same purpose from any other source and will not charge any fee from the beneficiary.

4.The grant will be utilized for the purpose for which it is sanctioned within the stipulated period.

5.The services of the institution shall be open to all citizens of India, without distinction of religion, caste or creed.

6.The FCC shall be treated operational after receipt of sanction letter and actual setting up of the FCC as per terms and conditions of sanction.

7.The Members of the Managing Committee should not be related to each other. Maintenance of Records :

8.The FCC will be required to maintain the following records which should always be upto date and readily available at the FCC for verification.

- Personal files of the counsellors with photocopies of certificates of educational qualification.
- Attendance register :- Leave record (In case the counsellor is on leave/on tour, information for the same should be available in the file). •Stock register in the form of GFR-19 and other assets purchase out of CSWB grants.
- Details of the Members of Sub-Committee and minutes of the sub-committee meetings duly signed by all the members.

- Separate accounts in respect of the grants should be maintained. Audited statement of accounts in the form of receipts and payments, income & expenditure and the balance-sheet alongwith the Utilization Certificate, in respect of this grant only, may be sent to the Central Social Welfare Board in original within six months completion of financial year.

- Separate case files of each applicant/client containing the application and date-wise records of all the meetings, counselling sessions held with client or his/her relatives, home visits etc. to help the aggrieved person. Record of rehabilitation and follow up of cases should also be indicated in each case.

•A separate record shall be maintained of the SC/ST/Backward/General beneficiaries. Assets:

9.The grantee institution shall maintain a register in form of GFR-19 of all the permanent and semi-permanent assets acquired wholly or substantially out of Board's grant, and a copy thereof shall be furnished to this office at the end of each financial year. Where the cost of each item is below Rs.10,000/-may be sent separately by the institution.

10. All assets acquired or created out of the Board's grant will not be disposed off, encumbered or utilized for purposes other than those for which grant has been sanctioned, without the prior sanction of the Central Social Welfare Board. Should the FCC cease to exist any time, such assets will revert to CSWB/ State Board or action will be taken in accordance with Govt. on India Rules.

5. Staff: Two trained Counselors who should be post graduate in Social Work / Psychology with 2 years experience in counseling and working with women and families in distress, will be appointed for the FCC. One of the Counselors should be a female.

The counselors appointed in the FCC should be mature enough and should have the aptitude to deal with cases of sensitive nature. All Counselors are deemed as employees of the voluntary organisation where they are employed. Their appointment shall be made by Selection Committee comprising of the Head of either the nearest School of Social Work or the Head of the Department of Psychology and members of the organisation.

An Honorarium of Rs.10,000/-p.m. will be paid by Central Board to each Counselor. Relaxation in qualification of counselors in hilly, tribal & remote areas will be considered by the C.S.W.B. only in exceptional cases, on the merits of each case. The organization will submit an undertaking that a Postgraduate degree in Social Work or Psychology is not available in the Universities existing in their district. Graduates will not be considered for the post of FCC counselors.

Relaxation is to be recommended by the Selection Committee through the State Board organisational set-up. It is mandatory for the Family Counselling Center to form a sub-committee of social workers, representative of the local administration, police, State Free Legal Aid Cells and other voluntary organisation which provide short stay home facilities, and other such organisation which may be useful in the rehabilitation of deserted women.

A Plan of action may be formulated by the sub-committee for achieving the objectives of the scheme and to give guidance to the Center for its effective implementation. The sub-committee should meet at least once in 3 months to assess the performance of the Centre towards achieving its objectives. The members can also be involved while actually dealing with the cases either in counseling, home visits or in providing necessary assistance/rehabilitation to the distressed women through their parent organization.

The family Counselling Centre should be located in an area where referral services like police assistance, free legal aid, short facility and other services to rehabilitate the distressed women are easily available and the Center should be easily accessible for persons seeking assistance from the FCC.

The FCC should have an atmosphere, which is conducive for counseling distressed persons. A separate room with basic amenities should be provided for counseling purposes.

The location of the Centre will not be changed without prior approval of the Central Social Welfare Board.

The District Collector and the District Commissioner of Police should be informed about the setting of a Counselling Center with the complete address/location of the Center, so that there is active collaboration/coordination with them, specially for referrals, as and required.

Inspection

The family Counselling Center shall be open for inspection by the nominees of CSWB/ State board/ CAG/ State Govt./ Govt. of India.

The guidance/suggestion given at the time of inspection should be noted and complied with immediately and a compliance report sent to CSWB/State Board within one month of the inspection.

The institution shall send half-yearly Progress Reports of the Family Counselling Center in the prescribed Form along with resume of cases for the period April to September and October to March, within one month of the period. Discontinuation/Cancellation Of Grants:

If at any time it becomes apparent that any of these conditions are not being fulfilled or the institution is unable to utilize the grant for the purpose for which it has been sanctioned or has deviated from the norms of the scheme, this grant is liable to be cancelled and the institution will refund to Central Social Welfare Board, the entire amount of grant received by it with interest there on at the prevailing bank rate, from the date of release of grant.

In case the institution is not able to implement the program as per scheme and its performance is unsatisfactory, despite periodic guidance given by the officers of the Board at the time of inspection, grants under the FCC scheme will be discontinued.

In case of new sanction, the FCC should start functioning within 3 months after receipt of the sanction letter, failing which it shall be assumed that the institution is not interested in starting the FCC. The sanction grant shall be cancelled and the grants released will be recovered from institution with interest there on at the prevailing bank rate from the date of release of grant

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