

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF NCT OF DELHI
1-A, CANNING LANE, K. G. MARG, NEW DELHI
(WEC BRANCH)

F. No. 60(535)/DWCD/WEC/MISC./NCC/21862-78

Dated :-

ADVISORY

13 AUG 2018

The Department of Women & Child Development, GNCTD is mandated with care & protection of women who are destitute, neglected and women in distress. In this regard, the department is running one statutory and two non statutory residential institutions for care, protection, rehabilitation and empowerment of women.

In addition to this, several NGOs are running shelter homes for pregnant and lactating women and some NGOs are also given recognition under Women's & Children Institutions (Licensing) Act, 1956 housing women and girls who have no social support system.

All the institutions housing young girls and women are directed to keep reviewing their facilities being provided to their residents and also comply with the following :-

1. The institution (whether Govt. or NGO run) shall ensure that all the minimum basic facilities of lodging and boarding are provided to the inmates.
2. The institution shall ensure that the food is provided as per the prescribed norms and quality and variety should be maintain including fortified items in the diet.
3. The Superintendent/Incharge of the Institution shall ensure maintenance of proper health and hygiene of the residents including regular health check-ups, mental health care, counseling and providing basic toiletries on regular basis.
4. The institution has to be equipped with proper and safe drinking water with purification system, etc. ventilated and well lit dormitories, functional and clean washrooms with water facility and proper installation of Air Cooler in the dormitories in summer and room heater in winter. There should be provision of hot water / installation of geysers for usage of warm water for the inmates in winter season.
5. The Superintendent/Manager to ensure that clothes, linen and towels of inmates are washed and dried regularly.
6. The premises and the surroundings of the institution should be neat and clean. There should no water logging in and around the institution.
7. The inmates should be engaged in some vocational training program accordingly to their interests and aptitude.
8. Recreational facilities (both indoor and outdoor) should be made available to the inmates.

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9. The institution shall make efforts for restoration and rehabilitation of the inmates housed in their institution.
10. The staff should be deployed as per the norms especially Social Worker/Counselor and Doctor and regular trainings should be carried out for the staff.
11. The Superintendent/Incharge of the institution shall ensure maintenance of personal files of each inmate including all the records related to the inmate.
12. A complaint box may be put up at the prominent place in the institution and should be opened by the Management Committee from time to time. In addition to this, contact numbers should also be displayed including Women's Helpline number 1091 & DCW Helpline number 181, PCR number 100, CAT & Fire brigade emergency number and contact number of Superintendent, Welfare Officer, etc.
13. Any prohibited article like, cigarette, bidi, gutka, sharp weapon should not be allowed in the institution.
14. The Superintendent/Incharge shall ensure that no male is allowed to enter in the premises where females are housed or should be accompanied by a female officer.
15. CCTV Cameras should also be installed at prominent areas in order to oversee any type of violation / violence or/and physical /sexual exploitation of women residents.
16. The Superintendent/Incharge shall ensure that monitoring mechanism should be developed to supervise the functioning of an institution.

By endorsing a copy of this order to all the District Officers concerned, the department is requesting to carry out inspections of the institutions in their jurisdiction on regular intervals so as to ensure care and protection and safety of inmates housed in institutions.

This issues with prior approval of Director (WCD).

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Copy to :-

1. PS to Secretary, DWCD, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. OSD to Director, DWCD (HQ)
3. The D.O. (W), DWCD, GNCTD, Nirmal Chhaya Complex, Jail Road, Delhi.
4. The Superintendent, Short Stay & Widow Home, DWCD, GNCTD, Nirmal Chhaya Complex, Jail Road, Delhi.
5. The Superintendent, Nari Niketan, DWCD, GNCTD, Nirmal Chhaya Complex, Jail Road, Delhi.
6. The Manager Maatartiva Chhaya, Sarai Rohilla, Delhi
7. The Manager Maatartiva Chhaya, Jahagir Puri, Delhi
8. 9 NGOs running Women Institution under WCIL (as per list)

Dy. Director (WEC)

Dated :-

13 AUG 2018

Dy. Director (WEC)

List of organization provided license under Women's and Children's Institutions (Licensing) Act to run Short Stay Home:-

S. No.	Name of the Organization	Name of Short Stay Home and Address of the Organization
1.	Mahila Dashata Samiti	Snehalaya, D-2/45, Kidwai Nagar(W), 31X, Karkadooma New Delhi-23
2.	Apna Ghar Ashram,	Sant Shardanand Ashram Marg, Near Jain Mandir, G.T Karnal Road Budhpur, Delhi-36
3.	New Generation Trust,	Atulya Home for Women, E- 36, Paryavaran Complex, Neb Sarai, New Delhi 110030
4.	All India Women Conference	Bapnu Ghar, Swadhaar Greh, Sarojini House, 6 Bhagwan Dass Road, New Delhi 110001
5.	Sisters of the Destitute	Shantidham, Home for the Destitute Women, Khara Khurd, Delhi-110082
6.	Jivodaya Ashralayam	Jivodaya Ashralayam, A- Block, Shiv Vihar, Vikas Nagar, New Delhi 110059
7.	YWCA	Rajkumari Amrit Kaur Shelter Home, Ashoka Road, New Delhi 110001.
8.	Shakti Shalini	Pehchan Shelter Home, 6/30-B , Lower Ground Floor Kargil Park Lane, Jangpura-B New Delhi-110014
9.	Rehab Centre for Hope	Rehab centre for hope, House No. 15-16, Block -F, Street No. - 1A, Qutab Vihar, Phase-1, Near Goala Dairy, New Delhi- 71