

File no: File no: J-11060/47/2022-RL (Comp No. 381631)

Government of India
Ministry of Rural Development
Department of Rural Development
(RL Division)

7th Floor, NDCC -II Building,
Jai Singh Road, New Delhi -110001
Date: 10th April, 2023

To,

The SMDs/CEOs of SRLMs
All States/UTs

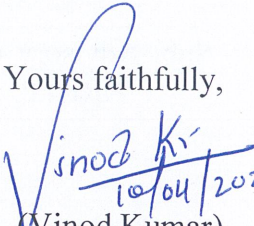
Sub: Advisory on establishment of Gender Resource Centre under DAY-NRLM and NRETP.

- 1) Undersign is directed to share the 'Advisory on establishment of Gender Resource Centre under DAY-NRLM and NRETP'.
- 2) The SRLMs, implementing GRC, as an apex body of the institutional mechanism to address gender issues under DAY-NRLM and NRETP, should ensure that the advisory is customized as per the state specific needs and disseminated to all the SHG members in utmost decentralised and participatory manner in the local simple language understood by the SHG members .
- 3) The SRLM shall ensure the identification and training of Nodal CLF or BLF for managing the GRC and shall identify and train the steering committee for the day to day monitoring and review of the GRC. With the help of the steering committee the SRLM shall ensure that Gender CRPs are deployed in all the GRCs.
- 4) The advisory also mentions about financial support to the GRCs, accordingly the SRLMs shall ensure the financial support to all the GRCs adhering to the financial ceiling proposed and the statutory norms expected for the transition. The financial support shall be booked in the proposed IUFR code under the DAY-NRLM and NRETP as mentioned in the advisory.
- 5) The SRLMs shall ensure all the systems related to case management, record keeping, account keeping, referral mechanism, etc. are in place in all the GRCs
- 6) the GRC being the apex body of the entire institutional mechanism to address gender issues under DAY-NRLM/NRETP, it will be apt to establish it only after the CLF/Block is saturated with the institutional mechanism i.e. Gender Point *Persons are in place in all the SHGs, GPP Collectives are being organised regularly*, Social Action Committees of VOs and CLFs are strengthened, trained and sensitized towards gender issues and Gender Forums at the Gram Panchayat and Block level are established and are meeting regularly.

7) The SRLMs shall also help in building the capacity of GRCs on regular basis and help them in converging with the Block and District administrations, judicial bodies like Police and DLSAs, Health institutions, One stop centres of Women and child development department, Child Welfare Committees, Education institutes, rehabilitation centres, Shelter Homes, Helplines, etc. to deal with the cases of Gender based violence and other issues of gender discriminations.

In the context, the states are requested to take the help of NMMU and NRPs in contextualising the advisory in the state context.

Yours faithfully,


10/04/2023
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Advisory on Establishment of Gender Resource Centre under DAY-NRLM

A Gender Intervention

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File No:
Government of India
Ministry of Rural Development
Rural Livelihoods Division

7th Floor, NDCC – II Building
Jai Singh Road, New Delhi – 110001
Date: 17th October, 2022

Advisory on Establishment of Gender Resource Centre

1. This advisory is in continuation to the advisory on '*Gender integration in DAY-NRLM and Template for Gender Operational Strategy*' issued on December 09, 2021 by the NMMU, MoRD, GoI through the File NO, - J-11060/110/2017-RL (358843). The same is being enclosed here in the Annexure for the ease of reference. On the basis of the advisory a "Hand book on Institutional Mechanisms for Addressing Gender Issues" was also published.

2. DAY - NRLM Gender Mandate:

The Deendayal Antyodaya Yojana National Rural Livelihoods Mission (DAY-NRLM), a flagship programme of the Ministry of Rural Development (MoRD), the Government of India is mandated to mobilize rural poor women into groups for poverty alleviation through livelihoods enhancement. DAY-NRLM is built on the belief that mobilizing, building, and sustaining specialized institutions of the poor is a pre-requisite and core investment for large-scale poverty reduction. The Mission departs from an only income or economic understanding of poverty to recognizing poverty as a multi-dimensional cause and effect of intersectional vulnerabilities based on gender, caste, class, and ethnicity faced by women.

Within the broader goal of inclusion of the most vulnerable households into the SHG fold, the core has been building the identity of the most deprived women often subdued due to gendered notions and social exclusion to be able to claim affirmative space and carve an identity with self-confidence.

To achieve this, a well-planned gender architecture has been put in place at the community level comprising platforms like Gender Point persons, Gender Forums and Social Action Committees (SAC) at village organization (VO), and cluster level federation (CLF) level. These bodies primarily function on the premise of uplifting women's condition and position in society by identifying, acknowledging, and addressing issues of discrimination. These bodies capitalize on the strength of the collective to ensure rights and entitlements, safety & security, and normative shifts in society to promote the cause of the marginalized. They strategize to create awareness of women's rights perspectives and address issues through organic linkages with public institutions and advocacy. Series of training and perspective-building inputs are made in these platforms which are supported by Gender Point Person (GPP) and Gender CRPs. These trained point persons raise and anchor discussions at the SHG and VO level. Also, they try to address the gender issues and escalate the unresolved

issues to the CLF level. Sometimes CLF may also require support from block and higher levels to resolve the issues.

3. Background and need for a Gender Resource Centre

Learning from various studies, pilot projects and special innovative projects being implemented under DAY-NRLM on gender clearly depicted that there is a need to have a dedicated body at the block level for providing support to CLFs in resolving higher order gender issues and representing and advocating the cause of women and marginalised. This body with the last mile connect was not only required for resolving cases of gender based violence but also for providing active support on rights and entitlement issues. Testimonies from the field also suggest following key problem areas which reaffirms the formation of an GRC to address;

- I. Women individualise the act of violence meted out to them due to normalization of discrimination and violence
- II. Even if they do identify violence, they are unable to share or raise voice against it to avoid naming and shaming
- III. Women rarely seek support and hence continue to suffer in silence
- IV. Even if women want to seek support, they are by and large unaware of redressal mechanisms, service providers and lack legal awareness
- V. Lack of a perceived safe space for sharing and registering violence
- VI. The institution helps in accessing the benefits of public sector schemes which otherwise remain unresolved by the lower level institutions like VO and CLF.

This apex body in the institutional mechanism placed at the block level will be equipped and positioned to respond to cases that come directly or escalate to it from the SHG/VO or CLF by leveraging its associations with the administration and service providers to amplify the response and redressal mechanisms at the earliest.

4. Objectives of GRC

- i. Act as a platform for the Community Institutions to raise issues, engage with service providers and seek help from line departments and advocate for ending systemic and social barriers leading to violence & discrimination against women and marginalised sections of the society.
- ii. Influence policy-level changes by advocating the cause of the marginalised and by emphasizing the strength of the collective actions.
- iii. Provide integrated support, services and guidance to rural women and marginalized sections under one roof, like rights & entitlements, medical, psychological, legal, shelter, rehabilitation and other counselling support through its reference mechanism.

5. Guiding Principles in operationalisation of GRC

- I. **Non-Discrimination:** The centre shall function as an inclusive organisation. The centre will not discriminate against the survivors based on their caste, class, political beliefs, language, region, age, disability, sexuality, religion, or any other characteristics.

- II. **Convergence and linkages:** Associate and converge with stakeholders like service providers, line departments, and CSOs to provide holistic support.
- III. **Confidentiality:** All information shared by the survivors are to be kept confidential.
- IV. **Accessible:** Ease of access to the services to be kept in mind even for the remotest and most vulnerable survivor in the geographical service territory of the centre.
- V. **Survivor-centred approach:** All the actions and decisions should be guided as per the survivor's choices, rights, and dignity.
- VI. **Transparency and Accountability:** Maintain a very transparent and accountable financial system.
- VII. **Community Management :** GRC needs to be managed by the SHGs and its federations. The SHGs federations shall be responsible for planning, execution, monitoring of GRC level activities and meeting the expenditures.
- VIII. **Subsidiarity principle:** GRC shall function based on subsidiarity principle. It will not duplicate the work of SHGs, VOs and CLFs. It will provide support to CBOs in delivering the services effectively.

6. Establishment Of GRC

GRC is a physical space situated at the block level to respond to the practical and strategic needs¹ of women. Being at the block level, it will be strategically positioned to leverage from the proximity to the Block Administration and the CLF. It can operate out of any functional office space in a government building identified by the administration or from the office of Nodal CLF or rented place, if the CLF's office or Government Building is not available for establishing GRC. In case, the office is situated in the Nodal CLF's Office, a dedicated room has to be ensured for the GRC. The SRLM and the concerned district can help in the establishment of these units by ensuring the availability of tables, chairs, computer systems, telephone, basic first aid provisions, cots, pillows, mattresses, blankets, file management facilities, UPS, internet, sanitary supplies, etc. Also, there should be a place for survivor's to take rest or relax in case of emergencies. Safety, security, privacy, ease of access and proximity to the public service systems should be the key determinants in identifying these spaces.

7. Functioning of GRC

- I. The GRC shall be functional through the Gender – CRPs of all the CLFs of the block.
- II. At any point of time, 2-3 Gender-CRPs shall be attached to the GRC as decided by the Steering Committee of the GRC along with the nodal CLF.
- III. The Centre can be functional for 5-6 days in a week to offer its services, however, can also create a mechanism to facilitate the emergency service as and when required.
- IV. A Helpline should be established and popularized with the support of the SRLM for registering complaints. Using this helpline number the option for registering complaints should be available even after office hours.

¹ Please refer Annexure 4 for more examples on the practical and strategic gender needs.

- V. Opportunities to explore the IVRS platform should be focused in the future for information dissemination and seeking help.

8. Services to be provided by the GRC

- i. The GRC will provide two types of services to the women both direct and referral. The services to be provided are listed below
- I. Provide information on all relevant matters to the person seeking help
 - II. Handhold survivors through the redressal seeking process like lodging the FIR/DIR/NCR or facilitate the person in filing the case at the appropriate judiciary court, etc
 - III. Ensure time-bound and effective referral mechanisms in partnership with service providers
 - IV. Conduct legal literacy and rights and entitlement camps
 - V. Link individual to Social Security Schemes
 - VI. Link and refer survivors of violence to police, hospitals, counsellors, One Stop Centres and lawyers, WCD etc.
 - VII. Provide basic counselling and healing services

9. Roles and Responsibilities of the GRC

9.1. Information Dissemination and Capacity Building

- a. Disseminate information to all levels of the CLF
- b. Organize awareness and sensitization camps and training
- c. Capacity Building of the cadres, CLF, VO OB and EC and SAC, GPP in entitlements and rights, legal mechanisms from women's rights perspective, information on schemes and services for the marginalized through NRPs, NMMU and partner organizations
- d. Facilitation of different training/studies with the support of block office/CLF/VO

9.2 Case Management and Documentation

- a. Register and upload cases in the case management system
- b. Maintenance of records
- c. Registration and record filing of all cases with detailed documentation and digital updating
- d. The documentation records of the GRC should enable the formulation of agenda for the Block Level Gender Forum (BLGF)

9.3 Linkages and Coordination with Public Institutions and NGOs

- a. Linkages with NGOs and legal systems for support in intervention and action
- b. Engaging with officials like BDO, Education officials, Child Development program officer, Integrated Child development scheme, health officials, revenue officials, MGNREGA, Panchayat Raj, Agriculture, and Allied Departments, Police for interface and access to entitlements for the marginalized
- c. Ensure visibility of CLF as an institution with all public institutions
- d. Engaging with marginalized communities to empathetically resolve their grievances through direct intervention or support of NGOs and legal mechanisms like Police, legal services authorities, etc.

- e. Refer to and coordinate with the cadres and at the level of CLF SAC, VO SAC, and GPP for further action
- f. Develop linkage with One Stop Centre of Women Child Development department coordinate and refer cases whenever necessary.

9.4 Support for Survivors of Gender-Based Violence

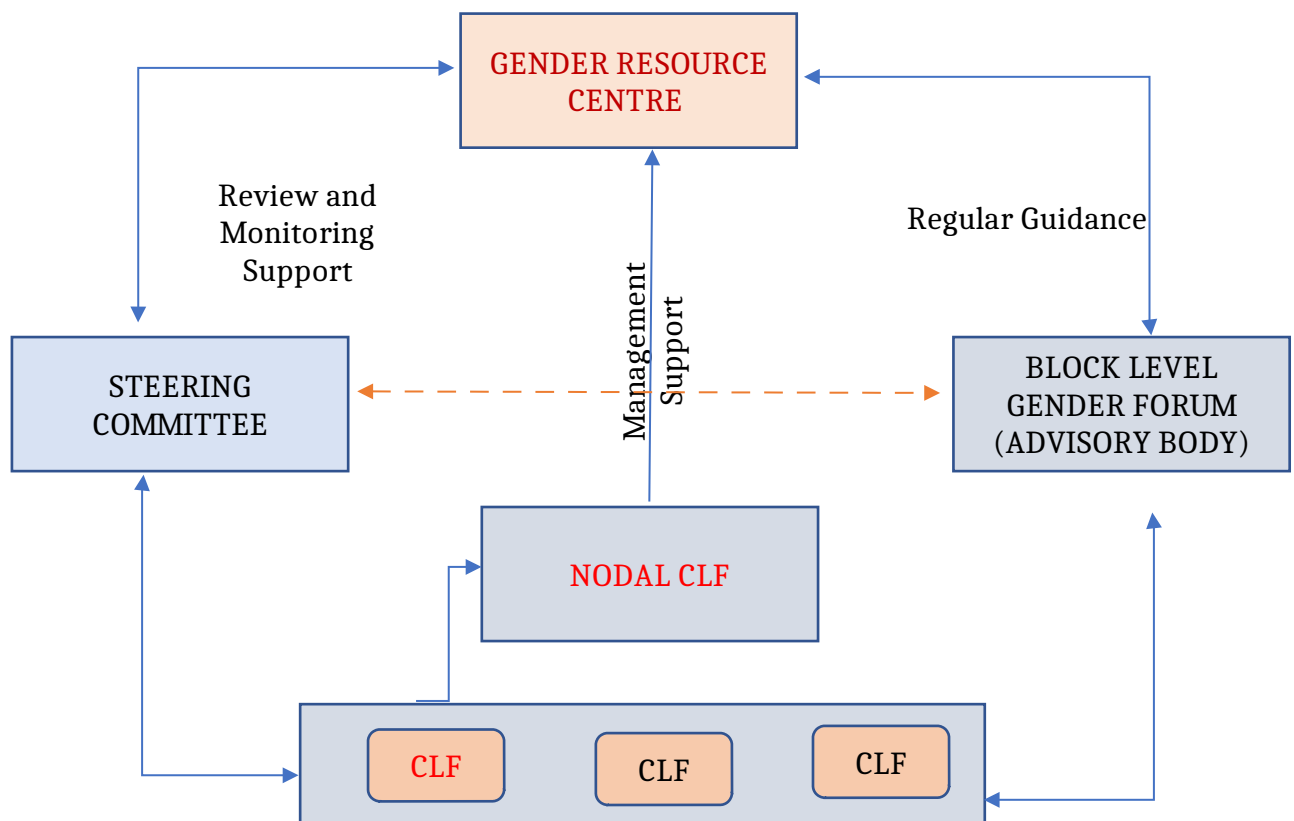
- a. Ensure access to emotional support, reference for legal support, and therapeutic support for survivors of gender-based violence

9.5. Mainstreaming Gender in Planning and Budgeting

- a. Influencing and informing the planning and budget of panchayats (untied funds) and departments to mainstream gender.
- b. Organise activities like Gender safety audit, gender budgeting, gender auditing, etc. eventually to promote gender equality based opportunities.

10. Structure and management of the GRC

Figure SEQ Figure 1: Institutional layout of GRC



10.1 Nodal CLF

- I. In a block, where there is only one CLF or has a Block level federation representing all the CLFs, then the CLF or the BLF will be considered as Nodal agency/CLF for the purpose of rolling out the strategy.
- II. In a block, where there are more than one CLF, one of the CLF will be identified as the Nodal CLF for managing GRC. This Nodal CLF will provide day to day management support to the GRC. This Nodal CLF will have the authority to manage the operational cost, resource fee/salary disbursement, managing the bank account etc. The Nodal CLF will act as a feedback facility for all administrative and coordination issues between the GRC and the Block Level Gender Forum.

III. Selection process of Nodal CLF

- A. With support of SRLMs, all the CLFs that exist in a block together will select the nodal CLF based on the following criteria:
 - a) Should have received training on gender concepts
 - b) Should have trained and functional institutional mechanisms like GPP, Sakhimanch, GP level gender forum, SAC action committees at VO and CLF level
 - c) Should have at least one year experience in addressing gender issues
 - d) If all the 3 criteria match for all the CLFs of the Block, the CLF situated in the Block HQ shall be given preference.

IV. Responsibilities of the Nodal CLF

- a) Establishment of the centre and ensuring effective functioning.
- b) Establishing linkages and conducting follow-ups with the block/district units for ensuring the basic facilities are available to the centre for its proper functioning.
- c) Establishment and maintenance of the monthly reporting system of GRC.
- d) Responsible for overall fund management of the GRC
- e) Ensuring regular maintenance of records like books of account, minutes, and other admin and case related issues².
- f) Training and management of required GRC level community cadres and their payments on a regular basis

10.2 Steering Committee

- I. A steering committee will be formed for the purpose of review and monitoring of the programmatic aspects of the GRC. The steering committee will facilitate the escalation of the issues and concerns of the CLFs to the GRC and Block Level Gender Forum and will also feedback inputs and redirect cases as and when required to the CLFs.
- II. **Constitution of the Steering Committee**
 - a. Depending on the number of CLFs existing in the block, 5 or 7 member steering committee can be constituted with one ex officio member who is also signatory for the CLF (the President or Secretary), one CRP and one or two SAC members from each of the CLFs.

² Please refer to the Annexure 1 for the suggestive list of registers and records to be maintained in GRC.

- b. In case the Block has only one CLF or has a BLF of all the CLFs, the CLF or the BLF will constitute its steering committee consisting of OB members and SAC members.

III. Selection Process: The steering committee members will be selected collectively in the EC meeting of the CLFs, based on the interest of the individual and the eligibility criteria given below:

- a) Preference should be given to women from marginalized communities (SC/ST/PVTG/PWD/Single women and survivors of violence etc)
- b) Should have received gender training.
- c) Should have experience of handling and dealing with cases of violence
- d) Should have exposure to working with police and judiciary
- e) Should have exposure to working on rights and entitlements and engaging with line departments.

IV. Responsibilities of the steering committee

- a) Overall governance of the centre on behalf of the CLFs
- b) Assigning CRPs for the centre through appropriate and transparent selection processes, payment and management of CRPs.
- c) Ensuring regular training of the GRC members.
- d) Payment to GRC level community cadres.
- e) Empanelment of the resource persons/agencies required for providing technical services to the survivors.
- f) Concurrent monitoring of the GRC.
- g) Ensuring the regular maintenance of the case related documents following all protocol related to case management system
- h) Verification of the CRP report for their payment.
- i) Ensuring adherence of GRC and its functioning to its core principles.
- j) Developing linkages with line departments and One Stop Centre of Department of Women and Child development.
- k) Referring cases to the One Stop Centre of the WCD

10.3 Block Level Gender forum (BLGF)

The Block level Gender Forum (BLGF) consists of representatives from all the CLFs (preferably steering committee members), SRLM, relevant line departments at the block levels, representatives of the civil society organizations and any other invitee members as decided by the chairperson of BLGF. The chairperson will be the head of the Block level Administration or any other person capacitated by head of the Block Administration.

I. Roles and Responsibilities of the BLGF

- a) The Block level Gender Forum will act as an advisory body to the GRC supporting it by facilitating linkages with service providers and line departments.
- b) It will also provide regular guidance to the GRC on its operation and in engaging with the community.
- c) The cases handled by the GRC will in return feed into the objective and agenda setting of the Block level gender forum.

11.Linkages with community institutions and other stakeholders.

- i. The GRC will have upward and downward linkages with the institutional mechanisms. It will include dissemination of information and knowledge up to the level of the SHGs on concepts, institutional mechanisms, rights and entitlements, etc.
- ii. It will also support in having awareness building programmes like Nukkad Nataks, wall paintings, etc. on specific gender issues
- iii. The capacity building for all institutional mechanisms like the CLF SAC, VO SAC, GPP in SHG and Gender Forum has to be ensured.
- iv. The issues from the level of the SHG can be escalated to the GRC through VO SAC, CLF SAC and Gender Forum as per the choice of the survivor.
- v. Gender CRP can support in facilitation of the process of resolving issues at the CLF and VO level through social pressure, connecting with stakeholders.
- vi. The survivor- centred perspective can be embedded in dealing with issues at each level.
- vii. The GRC will provide regular data and analytics from its case management system to the CLF to carry out their work on networking and advocacy to strengthen the agency of women and other marginalised sections eventually.
- viii. The GRC would be integrally linked to the Gender forum at the block level, CLF SAC, Gender forum at the panchayat level and the VO SAC.

12.Case flow and management

The case flow is the process of reporting cases to the GRC through the institutional mechanisms. Whereas, the cases management is a system of registering, assigning, tracking and resolving a case.

12.1 Case Flow

- i. The issue/demand for entitlements originating at the level of the SHG would be escalated to the VO SAC/CLF SAC, Gender forum, if it is not resolved at the level of the GPP/Sakhi Manch.
- ii. The VO SAC can work with frontline workers, and elected representatives to resolve the issue
- iii. The VO SAC would be responsible for dealing with practical gender needs like drinking water, pensions, job cards, PDS, etc, and strategic gender needs like prevention of child marriages, retention of children in education, prevention of gender-based violence, and asset creation in the names of women.
- iv. The issues unresolved at this level would then be escalated to the Gender forum from VO SAC at GP.
- v. Then it would be taken to the CLF SAC working with officials at the block level like ICDS supervisors, health officials, educational officials, revenue officials, police department, and legal service providers
- vi. It would be further escalated to GRC for action. The GRC can work with block-level officials to resolve the issues. The GRC would receive the technical support of CRP in understanding the legal issues, documenting, undertaking field visits, referrals to NGOs, and legal services. Counselling support would be provided with the support of Gender CRPs trained in rendering emotional support and referring to NGOs.

12.2 Case management protocol

- i. The Case Management system to be adopted by the CLF should have separate protocols for dealing with cases of violence, which require confidentiality and in-person counselling, and the cases related to rights and entitlements.
- ii. These Protocols are to be decided by the CLFs and facilitated by the SRLMs. Efforts should be made for most of the rights and entitlements cases to come to the GRC through the institutional mechanism.
- iii. All cases of linkage of the survivors of violence with the government schemes as per her eligibility should be redirected with confidentiality to the concerned CLFs for further action.
- iv. The protocols should include a separate filing system for cases of violence and rights and entitlements.
- v. Even within the Gender Based Violence cases, separate categories may be identified by the SRLMs based on the nature or types of case/violence. This will help in tracking the case eventually.

12.3 Suggestive Principles of case- management

- i. Seeking consent for services from the survivor before seeking any information.
- ii. Discuss about the mandatory reporting with the survivor, in case the legislation requires so.
- iii. Discuss the protection needs of the survivor, if the mandatory reporting is putting the survivor at risk, with the steering committee.
- iv. Ambience of empathy and care is maintained in the GRC.
- v. Confidential space to establish rapport and communicate is available
- vi. Listening carefully with non-judgemental approach
- vii. Registering details in file and register with the consent
- viii. Comfort and assure support to the survivor without making any false promises
- ix. Provide list of choices and support her in making decision on legal aid, therapeutic aid, referral to short-term stay support, legal aid, approaching police station, etc.
- x. keeping the safety of the survivor in view, taking the perspective of the accused as well
- xi. Follow-up through VO SAC, gender CRP and GPPs
- xii. Closure of the case with the approval from multiple levels including the concerned survivor.

13.Review and Monitoring³

- i. A regular review and monitoring system would be a strong pillar for the effective functioning of the GRC. Not only is it essential to ensure the quality of the work being taken up by the GRC but also to keep a track of all cases being registered. For this, a both regular as well concurrent reviewing system would be put in place. The concurrent monitoring will be done by the steering committee members.
- ii. While the regular and periodic monitoring can be done by the Nodal CLF. It shall present the progress as per the format decided by the CLF on a monthly basis. It can also collect written feedback from the beneficiaries who have been served successfully.
- iii. The mission staff should establish, facilitate and regularize a system of review and monitoring to be done by the nodal CLF in the GRC.

³ Suggestive Monitoring parameters and different monitoring points are given in the Annexure 3 and 4 of the advisory.

- iv. The nodal CLF and the SRLM should come up with their own review and monitoring parameters for different levels as per their monitoring needs. A list of indicative parameters is provided in the annexure 2 & 3

14. Financing of the Gender Resource Centre

14.1 The Establishment and the recurring cost of the GRC may be financed under the NRETP and DAY-NRLM based on the following cost norms under the mentioned IUFR Budget Components in the first year.

14.2 Cost norms for financing the GRC under NRETP and DAY-NRLM

Table 1: Cost Norms for Establishing and running GRCs under NRETP and NRLM Blocks

S.No.	Types of Cost for GRC	NRETP	DAY-NRLM
1	Establishment Cost		
1.a	One time Establishment Cost	Rs. 1.5 Lakh	Rs. 1.5 Lakh
2	Office & Maintenance Cost		
2.a	Annual Office & Maintenance (O&M) Cost	Year 1: Rs. 1.5 lakh Year 2: Rs. 1.2 lakh Year 3: Rs. 80,000	Year 1: Rs. 1.5 lakh Year 2: Rs. 1.2 lakh Year 3: Rs. 80,000
	IUFR Code Proposed for Establishment and O&M Cost	<i>The entire 5 Lakh may be released to the Nodal CLF for GRC under B2.2.4.” GRC Establishment, Operation and Maintenance cost” (GRC establishment, CRP development, Capacity Building, operation and maintenance Component) component of NRETP. in the first year only, but it should be spend over a period of three years as mentioned above.</i>	<i>The entire 5 Lakh may be released to the Nodal CLF for B2.7.6-“GRC Establishment, CRP Development, Capacity Building, Operation and maintenance Cost” in the first year only, but it should be spend over a period of three years as mentioned above.</i>
3	Resource Fee and CB Cost		
3.a	Resource Fee and CB Cost	<i>To be provisioned under B2.2.4.” GRC Establishment, Operation and Maintenance cost”</i>	<i>To be provisioned under B2.7.6-“GRC Establishment, CRP Development, Capacity Building, Operation and maintenance Cost” budget component of DAY-NRLM for Gender in</i>

S.No.	Types of Cost for GRC	NRETP	DAY-NRLM
			<i>the AAP as per the state policy.</i>

- i. From 2nd year onwards, the gap amount shall be met out from the gender fund created at the CLF/BLF level.
- ii. From 4th Year onwards, the Nodal CLF shall be able to finance 100% of the GRC cost from the gender fund and should have developed the necessary financial modalities of releasing the fund from the gender fund to the GRC bank account.
- iii. The cost details of the Establishment and Office and Maintenance (O&M) of GRC is provided in the table no. 2 & 3 respectively in the advisory.

Table 2: Estimated cost of items and its Cost for establishing a GRC (Suggestive)

S.No	Item	Specifications	Unit Cost	Qty	Total Cost
1	Desktop Computer	3/i5/ 8th Gen/ 4GB/ 1TB/ DOS/ 21.5"/ 3Year Warranty	35500	1	35500
2	MS Office Software with Windows OS	Win 10Pro + MS Office Home for PC	10000	1	10000
3	UPS	1 KVA UPS	4200	1	4200
4	Printer Scanner and Copier,	Laser B/w, two sided printing option, Min 20 ppm printing speed	15000	1	15000
5	Computer Table and Chair	computer table and Chair	15000	1	15000
6	Steel Almirah	Office steel almirah with safe locker	15000	1	15000
7	Web Cam, Mic, Speaker and other accessories (extension cord, etc.)	Web cam, mic and speaker for the desk top	1300	1	1300
8	Steel File Cabinet	3 steel office cabinets with locks	15000	1	15000
9	Work Stations	Plastic table, Cushion chair	2000	3	6000
10	Plastic Chairs	Plastic armless chair	500	10	5000
11	Notice Board	2*3 feet notice pin-up board	1000	1	1000
12	White Board	3*4 feet, double sided, non-magnet, aluminium frame	3000	2	6000
14	Bed, Bedsheet, Pillow with case, blanket, and Mosquito net)	Single size specification (Two Sets)	2500	2	5000
15	Toilet and Bathroom accessories	Mirror, Bucket, Mug, Toilet Brush, etc.	500	2	1000
16	Office premise	Lumpsum			15000

S.No	Item	Specifications	Unit Cost	Qty	Total Cost
	Refurbishment				150000*

* Note- Additional items can also be taken in accordance with the perceived requirements of the GRC, as per cost norms fixed by the SRLM within overall the ceiling of Rs. 1.50 lakh per GRC.

Table 3: Estimated costing for annual maintenance of the GRC

S.No.	Particulars	Unit Description	Total Unit	Unit Cost	Amount per annum
1	Office Rent	Per Month	12	5000	60000
2	Stationeries per month	Lumpsum per month	12	2000	24000
3	Annual Maintenance (cleaning, services to the equipment, etc.)	Per Year	1	10000	10000
4	Electricity, water and Communication	per month	12	3000	36000
5	Miscellaneous (for emergency support to any survivor, etc.)	Per Year	1	20000	20000
Annual Grand Total (INR)					150000**

**Note- Additional items can also be taken in accordance with the perceived requirements of the GRC, as per cost norms fixed by the SRLM within overall the ceiling of Rs. 1.5 lakh per GRC per annum.

- i. **Resource Fee and Capacity Building Cost:** Resource fee and Capacity Building cost like honorarium of the gender CRPs and members of the steering committee, monitoring, documentation, meeting, CB, etc. shall be provisioned in the current AAP and subsequent AAPs afterwards under the -“ B2.7.6-GRC Establishment, CRP Development, Capacity Building, Operation and maintenance Cost” component under DAY-NRLM in the gender Capacity Building component of the budget and in B2.2.4.” GRC Establishment, Operation and Maintenance cost” (GRC establishment, CRP development, Capacity Building, operation and maintenance Component) under NRETP as per the state policy.
- ii. The fund should be provided to the Nodal CLF, designated by the SRLM on the recommendation of all the CLFs of the block as per the eligibility criteria given in the advisory, for establishing the GRC and thereafter for its annual maintenance. The Fund should be disbursed strictly through the **‘NRLM Fund Disbursement Module’ only**. All assets purchased through this fund should be entered in the Asset Registers of the nodal CLF, coded and properly maintained for longer service. These assets must be physically verified in terms of its usability and presented in the annual audit process as per the statutory norms.

14.3 Gender Fund: Financing of Recurring cost of GRC beyond the NRETP and DAY-NRLM Period

A gender fund may be created at the CLF level for operationalising the GRC and other gender-based support services. The gender fund would ensure the sustainability of GRC and its services to the community even after the DAY-NRLM. The fund may be created through the following options.

- i. CLF shall motivate every SHG member to make a minimum contribution, as decided by the CLF, on a monthly/ half yearly or yearly basis. The fund shall be transferred to the CLF in a separate bank account.
- ii. The State Government and Local Self Governance may like to earmark some funds from the appropriate budget component for the GRCs.
- iii. CLF may be encouraged to dedicate some percentages of their profit to be given to the Gender fund.
- iv. SRLM and the District Administration may facilitate the CLFs to mobilise resources for the GRCs from Non-Government agencies and CSRs. CLF may also approach Local leaders to mobilise resources from the MLA or MP fund.
- v. An amount including the initial one-time establishment cost, recurring cost, and capacity building cost can be earmarked for currently under NRETP and then eventually under the DAY-NRLM.
- vi. Services of GRC and CLF cadres may be hired by the district administration for awareness generation, conducting gender budgeting, sensitizing the public institutions on the concept of gender, training on the relevant subjects, hosting exposure visits from different districts or other geographies, etc. on a payment basis. Funds generated through such paid services may also be utilised in augmenting gender fund/corpus as per the modalities decided by the CLFs.
- vii. Services of GRCs may also be utilised by the SRLM for developing more such centres in other geographies on a payment basis. CLF shall also be encouraged to initiate gender-based enterprises, especially for the survivors, which can support the gender fund. Likewise, SRLM and District Administration shall support CLFs in coming out with innovative ideas for the augmentation of the gender fund
- viii. VRF can be utilised for supporting genderinterventions and violence-related activities at the VO and SHG levels. Also, VOs may contribute from the VRF to create a gender fund.
- ix. Contribution can be derived from schemes of the Government e.g., Nirbhaya of WCD, or allocation through the state budget
- x. Relevant income tax rules and provisions shall be adhered while maintaining the gender fund.

- xi. The system of acknowledging the receipt of the payment by giving receipt or acknowledgement slip may be introduced by the CLF. The SRLM may like to facilitate the CLF/GRC in doing so.

15. Fund Management and Associated Financial Rules

15.1 Fund management at Nodal CLF and associated financial rules

- i. For mobilisation of the resources for the **GENDER FUND**, CLF shall open a separate bank account so that mobilisation of the resources and their utilisation may be tracked. Signatories of the separate bank account shall be decided in the CLF meeting.
- ii. The Nodal CLF shall release the fund to the GRC in GRC's dedicated bank account as and when the Nodal CLF receives the **Establishment Cost (Refer point 16)** fund from the district or state unit, as per the fund release modalities of the SRLM.
- iii. The Nodal CLF shall release the fund to the GRC for meeting their **Office & Maintenance Cost (Refer point 16)** from the separate bank account (**CLF A/c or GENDER FUND A/c**) to the dedicated bank account of GRC.
- iv. For any expenditure beyond the approved limit of **Office & Maintenance Cost** of the GRC, the GRC shall submit a quarterly or half-yearly financial plan to the Nodal CLF for their approval. Such amount over and above the available **Office & Maintenance Cost** shall only be released to the GRC A/c either from CLF A/c or the **Gender Fund** created at the CLF level.
- v. The nodal CLF shall guide and support the GRCs to maintain the books of account as per the GFR.

Note: -

- a. The SRLM shall facilitate relevant legal and financial advisory service to the Nodal CLF in developing the modalities. Payment for such services shall be made by the concerned Nodal CLF.
- b. Audit of gender fund and other books of accounts of the CLF should be done by both the internal as well statutory auditors.

15.2 Fund Management at GRC and associated financial rules

- i. To receive the fund from the Nodal CLF, the GRC shall have its own bank account. The Nodal CLF shall decide the signatories of the GRC bank account in the EC meeting in coordination with the SRLM.
- ii. The payment of the Gender CRPs associated with the GRC shall be made by the respective CLFs after the verification of the reports submitted by the GRC to them routed through the Nodal CLF.

- iii. GRC shall maintain books of account of all expenditures and their vouchers as per the General Financial Rules (GFR).

Note: -

- a. Utilisation certificates shall be submitted in the prescribed formats by the GRC to the Nodal CLF at regular intervals as decided in the financial modalities.
- b. The GRC and CLF shall meet all the mandatory criteria for transparency and accountability in maintaining the financial system and books of account.

Annexure 1

Suggested list of Files and Registers to be maintained are

1	Applications received files
2	Individual Case Files
3	Referral cases file
4	Resolved cases File
5	CRP work done, payment, Tour Claims, etc. file
6	Minutes Register
7	Monthly Progress Reporting file
8	Attendance Register
9	Visiting Register
10	Cashbook for petty cashes
11	Minutes of Block level gender forum
12	Movement Register

Annexure 2

Review and monitoring parameters for the CLF and the SRLM

- i. Maintenance of Infrastructure and Establishment: The indicative parameters are as follows**
 - a. Office space
 - b. Records
 - c. Hygiene and sanitation
 - d. Furniture and equipment
 - e. Electricity and Video Conferencing facility
 - f. Helpline
 - g. First aid and counselling facility
 - h. Meeting Facility
 - i. Internet
 - j. Others
- ii. Training**
 - a. Cadres/CLF/VO/GPP members on concepts, institutional mechanisms, public institutions, access to rights and entitlements, laws and legal instruments, practical and strategic gender needs
- iii. Linkages with institutional mechanisms**
 - a. Number of cases, issues referred by GPP, VO SAC, and Gender Forum
 - b. Number of escalated cases resolved
 - c. Representation of VO SAC and CLF SAC in Gender Forums
- iv. Case Management**
 - a. Documentation of cases by Gender CRPs and signed by CLF SAC and survivor
 - b. Number of Cases received
 - c. Processes and actions undertaken

- d. Number of cases resolved
 - e. Number of cases pending and reasons
- v. **Entitlements accessed**
 - a. Number of entitlements accessed
 - b. Number of applications for entitlements pending
 - c. Challenges / Barriers in resolution
- vi. **Interface with public institutions**
 - a. Number of issues resolved through interface with various departments
 - b. Number of issues pending
- vii. **Capacity Building including training and other means**
 - a. Data of Gender CRPs and GPPs based on their role in the case management system
 - b. Of the SAC members, and members of Gender Forums based on their role in the institutional mechanism
 - c. Refresher and need-based training based on the regular appraisal and assessment of the emerging needs.
 - d. Others, as per the CB plan

Annexure 3

Monitoring by CLF-

Parameters	CLF OB and SAC	BMMU	SMMU
Frequency of monitoring	Monthly	Quarterly	Quarterly
Infrastructure	Ensuring office space like room, tables with drawers, cupboards and cots and space available in block offices as offered by the block panchayat, BDO or CLF office	Ensuring office space like room, tables with drawers, cupboards and cots and space available in block offices as offered by the block panchayat, BDO or CLF office	Ensuring office space like room, tables with drawers, cupboards and cots and space available in block offices as offered by the block panchayat, BDO or CLF office
Training	Cadres/CLF/VO/GPP members on concepts, institutional mechanisms, public institutions, access to rights and entitlements, laws and legal instruments, practical and strategic gender needs	Cadres/CLF/VO/GPP members on concepts, institutional mechanisms, public institutions, access to rights and entitlements, laws and legal instruments, practical and strategic gender needs	Cadres/CLF/VO/GPP members on concepts, institutional mechanisms, public institutions, access to rights and entitlements, laws and legal instruments, practical and strategic gender needs

Linkages with institutional mechanisms	Number of cases, issues referred by GPP, VO SAC and Gender Forum Number of escalated cases resolved Representation of VO SAC and CLF SAC in Gender Forums	Number of cases, issues referred by GPP, VO SAC and Gender Forum Number of escalated cases resolved Representation of VO SAC and CLF SAC in Gender Forums	Number of cases, issues referred by GPP, VO SAC and Gender Forum Number of escalated cases resolved Representation of VO SAC and CLF SAC in Gender Forums
Case Management	Documentation of cases by Gender CRPs and signed by CLF SAC and survivor Number of Cases received Processes and action undertaken Number of cases resolved Number of cases pending and reasons Challenges experienced in resolution	Documentation of cases by Gender CRPs and signed by CLF SAC and survivor Number of Cases received Processes and action undertaken Number of cases resolved Number of cases pending and reasons Challenges experienced in resolution	Documentation of cases by Gender CRPs and signed by CLF SAC and survivor Number of Cases received Processes and action undertaken Number of cases resolved Number of cases pending and reasons Challenges experienced in resolution
Entitlements accessed	Number of entitlements accessed Number of applications for entitlements pending Challenges / Barriers in resolution	Number of entitlements accessed Number of applications for entitlements pending Challenges / Barriers in resolution	Number of entitlements accessed Number of applications for entitlements pending Challenges / Barriers in resolution
Interface with public institutions	Number of issues resolved through interface with various departments Number of issues pending		Consultation with other departments to establish convergence in smooth functioning of GRC

Annexure 4

Sn NO.	Practical Needs	Strategic Needs
1	Food, Nutrition	Nutrition, Well- being
2	House	Housing for vulnerable communities on priority

		Clean and unpolluted environment
3	Toilet	Facilities for hygiene environment, clearance of sewage
4	Clothes	Health services, access, quality, treatment facilities, awareness and knowledge on health, fertility and reproductive health
5	Health services	Knowledge and control over body and fertility
6	Literacy, Education	Knowledge on entitlements and rights, enhanced capacity for informed decision making
7	Infrastructural facilities like road, lighting	Access to infrastructure and technology for the vulnerable communities
8	Livelihood development, agricultural inputs like seeds, equipment, tools, social forestry, fisheries, milch animals, small ruminants, poultry, etc.	Diversified livelihood activities, knowledge enhancement on access to services and schemes for vulnerable communities, access to resources for women to enhance livelihoods like land, water, equipment
9	Security like pensions, insurance, legal assistance	Knowledge, awareness and technical support for seeking awareness to social security