

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS  
MA & UD DEPARTMENT, GOVERNMENT OF TELANGANA

O/o Mission Director  
MEPMA, A.C guards  
Hyderabad  
Telangana

CIRCULAR

Cir. Roc.No. 5356/MEPMA-SUH/RTU/1/2017 04/11/2023

Sub: MEPMA-Shelter for Urban Homeless ( SUH) –Monitoring – Inspection to the functional shelters –DAY-NULM –PDs/DMCs/TMCs – checklist – report -certain instructions-Reg.  
Ref: 1.Lr.No K-13011 (1)/6/2023 –UPA-1-MOHUA-Part (1) dt:03.10.2023 of Under Secretary to Government ,MoHUA,GoI.

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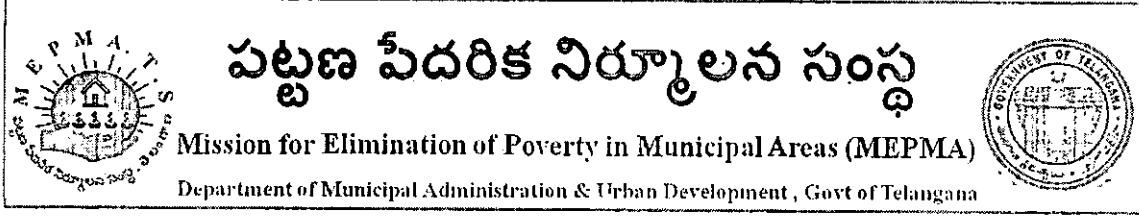
Attention of the Project Directors MEPMA & DMCs/Ic DMCs of concerned Districts are invited to the subject cited, and it is to inform that officials of DAY-NULM, GOI are planning to visit the DAY-NULM Shelters in the state.

2. In view of the above the Project Directors MEPMA & DMCs/Incharge DMCs of concern Districts are directed to inspect the shelters weekly once w.r.t. the Checklist i.e. covering infrastructure, service provision etc., and ensure updated of shelters records. Further, it is directed to keep the copy of inspection report of shelters in their office files of DPMU duly signed by the PDs/DMCs and as well as TMCs at ULB level .

Encl : Inspection Checklist SUH

P.srinivas Reddy  
ADDITIONAL MISSION DIRECTOR(FAC)-MEPMA

To  
The Project Directors/DMCs MEPMA- Nizamabad, Hanumakonda, Jagtial, Karimnagar,Adilabad, Siddipet ,Peddapalli, Warangal, Khammam,Jayashankar Bhupalpally Districts –Warangal Region  
To  
The Project Directors/DMCs MEPMA –UCD GHMC, Suryapet, Nalgonda, Rangareddy, Mahabubnagar, Yadadri Bhuvanagiri Districts -Hyderabad Region.  
Copy to the  
RDMA –Warangal & Hyderabad Region for information & Necessary Action .



## పట్టణ పేదరిక నిర్మూలన సంస్థ

Mission for Elimination of Poverty in Municipal Areas (MEPMA)

Department of Municipal Administration & Urban Development, Govt of Telangana

### CHECKLIST - INSPECTION REPORT FOR SHELTER FOR URBAN HOME LESS (SUH)- DAY-NULM -GOVERNMENT OF TELANGANA.

Mention the Shelter For Urban Homeless (SUH) Inspection Date : dd/month/year

#### 1. General Information

- Name of the ULB :
- Name of the SUH :
- Address :
- Year since Operational :
- SUH type [New/Refurbishment/O&M] :
- SUH category [Gen/Men/Women/Family/Spl.] :
- Capacity created :
- Occupants in SUH During Visit :
- Name of the Shelter Management Agency (SMA)NGO :
- Shelter Management Committee is in the position: Yes/No
- Average occupancy time (No of Days):
- Seasonality:
- No of inspections made by the MEPMA Staff :
- Total Number of Shelter inmates registered in this shelter from inception to till date ( Cumulative ):
- **2.Financial status :**
- Monthly Average expenditure in DAY-NULM shelters :
- Mention the last date of payment made to NGO :
- Mention the Staff working in the DAY-NULM shelters with their salaries : Shelter Manager Name & Mobile Number , \_\_\_\_\_,
- Care taker 1- Name & Mobile Number,
- Care taker 2- Name & Mobile Number
- Care taker 3- Name & Mobile Number
- Mention the Monthly Salary paid to each member,
- O & M Statement :
- Total Funds Received to the DPMU :
- Total expenditure of O & M funds :
- Total funds released to MCs:
- Total unspent Funds at MCs
- Total unspent O & M Funds at DPMU :

#### 3. Infrastructure Facility Assessment:

- Toilet / Bathrooms : Yes/No
- Attendance Register : Yes / No
- Biometric/ Face detector Attendance : Yes / No
- Well-ventilated rooms/dormitories : Yes/No
- Computer Monitor with UPS : Yes/No
- Adequate space for each inmate (@ 50 Sq.ft.) : Yes/No
- Lighting : Yes/No
- Fan facilities : Yes/No
- Kitchen with vessels and Gas connectivity : Yes/No
- Piped Water Supply : Yes/No
- Cloakroom /Personal Lockers : Yes/N
- Space for recreation / Library / Others : Yes/No
- Separate provision for Women/Differently-abled : Yes/No
- Provision for Hot water- Geyser/ Solar device : Yes/No
- Purified water facility- ROs etc : Yes/No
- Cots / Bunker Beds : Yes/No
- Sleeping mats/blankets : Yes/No
- Washing Provisions - Blankets / Bed Sheets : Yes/No
- Display Board at the entrance of the shelter : Yes/No
- CCTV Camera Installed : Yes/No
- Fire protection Measures : Yes/No
- Food Arrangements in collaboration with CSR/NGOs : Yes/No

### 3. Health Care & Entitlements:

- First aid kit with emergency medicines : Yes/No
- Number of Health camps Conducted :
- Periodicity of Medical check-ups (Monthly/Weekly) :
- Number of children enrolled with ICDS :
- Number of inmates received legal services :

Following Entitlements are provided with Shelter Residents from inception to 31.10.2023 enrolled in the shelters						
Aadhar Card	EPIC/ Voter ID	Birth Certificates	Ration Cards	Pensions	Jandhan or other bank accounts	Medical aid Provided
1	2	3	4	5	6	7

#### **4. Record keeping:**

- Attendance Register : Yes/No
- Stock/Asset Inventory Register : Yes/No
- Books of accounts : Yes/No
- Shelter Management Committee Meeting Register : Yes/No
- Personnel Register with Salary Payment details : Yes/No
- House Keeping & Maintenance Register : Yes/No
- Complaints and Suggestion Register : Yes/No
- Profile of residents / Enrolment Register : Yes/No
- Any other books of records.

#### **5. Convergence and livelihoods Activities (If any) :**

#### **6 . Status of Executive Committee ( EC ) Meeting & Shelter Management Committee ( SMC) :**

- No of EC Meeting Conducted :
- Last Date of EC Meeting :
- No of SMC Meeting Conducted:
- Last Date of SMC Meeting :

#### **7. Key Issues (If any) from Inception to till date**

- Number of inmates with Mental Ill ness :
- Number of inmates suffering with HIV/Chronic diseases
- Number of inmates noticed any deaths at shelter Homes:
- Number of inmates Below 18 years
- Number of orphan identified ;
- Number of inmates staying More than one year duration of period/Reason

#### **8. Best practices (If any):**

#### **9. Feedback on**

- ☐ Timely payment and profits of NGO -
- ☐ Facilities in SUH
- ☐ Cleanliness and sanitation
- ☐ General hygiene maintained by residents.

☐ Record keeping

☐ Innovation/Best practices adopted.

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Signature of the MEPMA Staff :

Name:

Designation ( Mention MC/PD/DMC/TMC ) :

Signature:

P.srinivas Reddy

ADDITIONAL MISSION DIRECTOR(FAC)-MEPMA

Signed by P.srinivas  
Reddy

Date: 04-11-2023 16:30:04

Reason: Approved