

GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

Memo No.24066/UBS/2013

Dated:18.11.2013

Sub: MA & UD Department – NULM - Scheme of Shelter for Urban Homeless as part of NULM – Regarding.

Ref: Sri B.K.Agarwal, Joint Secretary to GoI, Ministry of HUPA, New Delhi
D.O.No.E-14013/1/2013-USD, dated 04.11.2013.

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A copy of the reference cited is herewith sent to Commissioner, Greater Hyderabad Municipal Corporation, Commissioner and Director of Municipal Administration, Hyderabad and Mission Director, MEPMA, Hyderabad.

The Ministry have introduced a programme intervention to provide shelter and all other essential services to the poorest of the poor segment of urban societies to be called scheme of Shelter for Urban Homeless (SUH) as a part of NULM. The scheme of Shelter for Urban Homeless (SUH) aims to provide shelters equipped with basic amenities to the urban homeless. Government of India would fund 75% of the cost of construction of the shelters and 25% would be the State contribution.

The issue was discussed with Commissioner, GHMC and Officials of CDMA and MEPMA on 16.11.2013 in the chambers of Principal Secretary to Government and after detailed discussions certain guidelines were prepared for preparation of project proposals by GHMC and other Urban Local Bodies (ULBs).

The Commissioner, GHMC and CDMA, Hyderabad are requested to go through the letter of GOI and discussions held and submit necessary proposals for shelter for homeless through MEPMA for consolidation and onward submission before 26.11.2013. Meanwhile, they are requested to take immediate action to provide necessary facilities and amenities to the urban homeless because of the severe cold condition.

Dr. SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT (MA)

To
The Commissioner, Greater Hyderabad Municipal Corporation (w.e.).
The Commissioner & Director of Municipal Administration, Hyderabad (w.e.).
The Mission Director, MEPMA, Hyderabad (w.e.).
Copy to:
The OSD to Hon'ble M(MA)
The P.S. to Principal Secretary to Government (MA)
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//FORWARDED BY ORDER//


ASSISTANT DIRECTOR

GUIDELINES ON ROOF FOR ALL HOMELESS

1. Introduction:

Government of India launched National Urban Livelihood Mission (NULM) on 23-09-2013 and introduced Scheme of Shelter for Urban Homeless (SUH) as one of the components. Many Urban Poor are living without shelter and amenities. Homeless persons are subject to violence and abuse, living in the open with no privacy or protection. They are also prone to chronic diseases, ill health conditions, psychiatric disorders, criminalization, drug addiction, exploitation, malnutrition and irregular food habits. To address occupational and social vulnerabilities faced by the Urban Poor i.e., particularly the homeless, GoI has formulated Shelter for Urban Homeless SUH Scheme under NULM.

The said initiative has been experimentally implemented in GHMC since 2010 onwards and the proposed guidelines are framed keeping the GHMC experience as a guiding factor.

2. Objective:

To provide shelter and other essential services to the urban homeless, so that no homeless should sleep without roof on head.

3. Definition:

Homeless person means, an individual who lacks a fixed, regular, and adequate night-time residence or those who, on a specific, purpose attend towns and cities and remain shelter-less e.g., street children and street adults, destitute, single unprotected child especially girls and rag-pickers.

The homeless are located mostly by the road side, on pavements, in hume pipes, near hospitals, railway platforms, bus terminals, temples/ mosques/ churches and other religious structures, commercial / traffic junctions, parks, open spaces etc.

4. Categorization of Homeless:

- a). **Location tied:** People accompanying the patients admitted in the hospitals and persons habituated to a particular areas to eke out their food.
- b). **Location un-tied:** The persons wandering / roaming around the town and take shelter at any open place during nights. e.g., those who sleep in parks, pavements, road sides etc.

5. Scope of the scheme:

- a) To provide one shelter for urban homeless per one lakh population.
- b) This scheme will be implemented in the ULBs having more than one lakh population as per 2011 census.

6. Strategy:

- a) To conduct operational survey to identify the shelter-less and link them to the shelter immediately.
- b) The ULB has to allocate areas to the staff under the supervision of Asst. City Planners/ Town Planning Officer / Town Planning Super wiser, Municipal Health Officers / Sanitary Supervisors / Sanitary Inspectors, Town Project Officers / PRPs who have to go around the town / city in night times and identify homeless sleeping in any open places without roof.
- c) Conduct the survey and obtain information along with photo of the person as per prescribed format at annexure-I.
- d) To identify Govt. Buildings, Community halls to be used as shelters for the homeless in case of non-availability of the said buildings shelter has to be provided by making temporary structures.
- e) Ensure to provide drinking water, space for cooking food, toilets, bath rooms and common recreation space.
- f) To create awareness among the general public regarding the plight of the homeless with a view to enlist their support to rescue and rehabilitate them.

7. Institutional support from Urban Local Bodies:

- a) Identifying, placing homeless in shelters by conducting operational survey by the staff immediately in ULBs along with documentation. (in the format prescribed vide annexure-I)

- b) Identifying public places, community halls and other buildings which can be used for shelters.
- c) Converting buildings into shelters by taking up repairs and necessary modifications required.
- d) Identifying interested Non-governmental Organisations, Community Based Organisations, Religious and Charitable trusts to run the shelters.
- e) To provide a minimum space of 50 Sq feet or 5 Sq mtrs / per person to accommodate at least 50 to 100 members.
- f) Identifying locations of homeless and providing them access to the nearby shelter.
- g) Monitoring and supervision by Commissioners of Urban Local Bodies through Executive Committee.
- h) Convergence with Anganwadi, Primary Health Centre, NGOs and other institutions for effective management of the shelters.
- i) Creating adequate publicity through print and electronic media to disseminate the message to the general public and homeless about shelters.
- j) Shelter shall be established by ULB and shall be operated by ULB or through Agency identified by the ULB.

8. Implementation:

- a) The identified homeless persons will be given identity cards and permit them to stay in the shelter nearest to their work place or place of their need.
- b) Separate shelter may be provided for the homeless persons such as unaccompanied children below 18 years, single women, disabled and old aged.

9. Executive Committee:

An Executive Committee at ULB level with minimum 10 members is to be set up with the Commissioner as Chairman. The members from Town Level Federations of women Self Help Groups (SHGs) / Non-Government Organizations (NGOs), staff members of ULB representing Public Health, Community Development and Town Planning, representative of Police / Women Welfare Department shall be constituted and perform the following functions.

- a) Select NGO/ CBO / Partner for maintenance of the shelter.
- b) Supervise and monitor the shelter.
- c) Form sub-committees for proper functioning of centres if necessary.

- d) Guide and enforce transparent system for implementation and functioning of the shelter.
- e) Weekly review of the maintenance of the shelter and ensure proper facilities.
- f) To facilitate NGO / CBO / Partner for engaging suitable persons including caretaker of home and fix the job chart.
- g) Supervise and verify the accounts, stock register and other records showing personal details of the inmates to be maintained in the shelter.
- h) Evolve suitable guidelines and institutional support for better maintenance and functioning of the shelter.
- i) Ground the project by executing an Agreement between the Commissioner and NGO/ CBOs / Partner, which includes funds requirement, funds sharing between ULB and partner along with other norms and conditions for adoption and maintenance of a shelter.
- j) NGO / CBO / Partner has to submit weekly reports on functioning of shelters showing all details of each shelter including financial status, assets created, list of inmates and the programmes taken up to the Commissioner, ULB.
- k) Further the Commissioner has to report the progress to C&DMA and MEPMA on monthly basis.
- l) Arrange a periodical audit of the records of the shelter by designated auditor.
- m) A sub-committee on operations and maintenance of shelter is to be formed among representatives of CBO / NGO / Partner and area elected representative.

10. Records to be maintained:

- a) Register showing individual details of the all homeless persons.
- b) Permanent Register showing assets created including furniture, infrastructure.
- c) Individual case records showing health status, skills, benefits provided to the homeless.
- d) Stock register for consumables and other items.
- e) Expenditure i.e. daily expenditure incurred with the details of vouchers and receipts for the amounts received including drinking water and electricity bills and any other related expenditure.

11. Suggested convergence activities:

The NGOs / Partner has to ensure that

- a) The children of homeless go to the nearby schools.,
- b) The disabled are linked to the handicapped corporation for financial assistance.
- c) The homeless are to be linked to various Government schemes subject to eligibility.

12. Special Attention:

A) Children – between age group of 3-18:

- a) First they should be counselled to go back to their parents and their homes otherwise they can be admitted in residential facility like Balavihars.
- b) They should be enrolled into bridge schools and later on in regular schools.
- c) Vocational Training to be imparted for skill development of the adolescent children.
- d) Departments like Social Welfare, Women & Child Welfare, Education, Labour, Police and Revenue Departments can be involved in the rescue and rehabilitation
- e) For medical & health care, Health Department (Area Govt Hospitals), Arogyasri Trust and NGOs to be involved
- f) The street children especially girls have to be taken care a lot and necessary counselling, assistance is to be provided on priority basis.

B) Disabled, diseased & destitute adults (Above the age of 19 years)

- a) This group needs special attention.
- b) The mentally disabled can be admitted in the Government hospital for medical needs.
- c) NGOs like Upakaar-Sweekaar, Care, DRF, Nandi Foundation, Bhagwan Mahaveer Trust can be involved to check up the physically challenged homeless and take up rehabilitation programmes by linking up to various welfare programmes.

13. State Level Implementation:

The Commissioner & Director, Municipal Administration has to receive proposals from the eligible ULBs before 25-11-2013 and submit the same to the Government through MEPMA, Nodal Agency for the programme in the state for onward submission to the Government of India.

– **14. Budget Estimate in 50 ULBs @ one centre per ULB:**

Basing on the experience in running of the shelters by the GHMC the following model budget is proposed of which the GoI will release grant in the ratio of 75% and the remaining is to be borne by the State Government and ULB.

S. No.	Item	No of Units	Unit Cost	Total
1	<u>Non-recurring Expenditure:</u> infrastructure cost	1 Time	3,00,000	3,00,000
2	<u>Recurring Expenditure:</u> Honorarium of caretakers @ Rs.5,000/- each / month	2 Persons	60,000 per annum	1,20,000
3.	<u>Recurring expenditure:</u> cost of water, power, gas and house keeping	12 months	6,000 per month	72,000
4	<u>Recurring expenditure:</u> cost of food @ Rs.25/- per head per day (50 persons)	12 months	37,500 per month	4,50,000

Total cost: Rs. 9,42,000/-

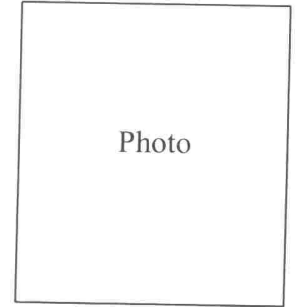
Total Cost per centre Rs.9.42 Lakhs per annum

Cost of 50 centres in 50 ULBs Rs.4.71 Cr. per annum

Annexure-I

REGISTRATION OF HOMELESS PERSONS

Name :
Name of Father/Mother/Husband:
Age : Male / Female
Education Qualification :
Married/Unmarried : No. Of Children :
Personal Identification marks :
Location/ Whereabouts :
Occupation / Activity :
Place of Occupation / Activity :
Native Place with address :
Reference person & Phone No.:
Health Status :
Habits :
Reasons for stay in the ULB :
Stay : Permanent / Temporary
Remarks/ Special Attention :



Signature / Thumb impression

Signature of the surveyor

Office Use

Name of the Shelter : _____
Location : _____
Ward No. : _____
Name of the ULB : _____

Person in-charge of the Shelter

Annexure-II

Budget Estimate towards Infrastructure for Establishment of one shelter for homeless (50 persons capacity)

Sl. No.	Item	No. of Units required	Unit Cost (Rs.)	Total Cost (Rs.)	Remarks
1	Buckets	10	120.00	1200.00	
2	Jugs	10	20.00	200.00	
3	Water Drums	3	800.00	2400.00	
4	Plates	50	35.00	1750.00	
5	Glasses	50	15.00	750.00	
6	Water Jugs	10	100.00	1000.00	
7	Iron Cots	50	2500.00	125000.00	
8	Matresses	50	500.00	25000.00	
9	Bed Sheets	75	100.00	7500.00	
10	Blankets	50	150.00	7500.00	
11	Towels	50	50.00	2500.00	
12	Steel Lockers (8 Compartments)	7	7500.00	52500.00	
13	Steel Almarah (With Locker)	1	6000.00	6000.00	
14	Utensils (Set)	1	15000.00	15000.00	
15	Televisions	1	10000.00	10000.00	
16	Water Purifier	1	25000.00	25000.00	
17	Pillows	50	60.00	3000.00	
18	Office Table	1	5000.00	5000.00	
9	Chairs	5	350.00	1750.00	
20	Cooking Gas Cylinders 2, Stove 1	1	7000.00	7000.00	
	Total Amount			300050.00	