

Rc. No. MEPMA/455/SUH/D1/2014

Dated: 05.08.2014.

CIRCULAR

Sub: - MEPMA – SUH – Survey of Homeless persons in all NULM Towns– Roles of team of officers - Certain instructions - Issued.

Ref: - 1. Lr.No.F.No.K-14014/58 (19)/2012-USD. Dt.13.12.2013 from MoHUPA, GoI, New Delhi.
2. DO Lr.No.E-14013/1/2013-USD. Dt.04.11.2013 from MoHUPA, New Delhi.
3. G.O.Ms No. 511, MA & UD Dept., dt 28-12-2013

The Government has directed to conduct survey and registration of Urban Homeless in 14 NULM Towns/ ULBs (except GHMC) by formulating teams of officials under the supervision of ACP/TPO/TPS/Health Supervisors/ Sanitary Inspectors/ Town Project Officers/TMCs along with civil society representatives for survey of Homeless persons in the selected 14 Towns, and to identify the suitable building to establish the Shelters. The following are the guidelines for survey of Urban Homeless:

1. One day orientation to the Project Directors, DMC (LH) & TMCs by MEPMA.
2. The area of ULB has to be divided for survey and one team is to be allotted to that area. The survey is to be conducted in one go by all teams, going round in the night times to identify the homeless sleeping in open places without roof.
3. The teams have to conduct survey and obtain information along with photo of the person as per the prescribed formats at annexure -I (survey) and annexure- II (registration of homeless persons).
4. The data to be entered online in the prescribed formats of MEPMA website under Shelter to Homeless component.
5. The identified persons will be given Identity Cards and permitted to stay in the shelters.
6. Identify suitable buildings for the shelters.
7. The location of the shelter to be identified should be close to homeless concentration and work sites as far as possible.
8. For locating the shelters, Govt. buildings, Community halls are to be given priority. The location could be decided after mapping the concentrated areas of homeless.
9. For all the shelters, a space of 50 square feet / 5 square meters per person is required and accordingly the shelter is to be identified.
10. Building fitness certificate is to be obtained from concerned authorities and required refurbishment is to be done for providing all amenities. The refurbishment proposals are to be prepared by Engineering wing along with certification.

11. The facilities viz., Water arrangements for both drinking and sanitation, adequate bathing & toilets, standard lighting, adequate fire protecting measures, First-aid kit, Pest and vector control, regular cleaning of blanket, bed spreads, common kitchen with necessary utensils for cooking and child care facilities shall be provided in each shelter (Information is available in C.O.).
12. Executive committee at ULB level with minimum 10 members is to be setup with the Commissioner of ULB as Chairman. The members from TIFs of SHGs/ NGOs, staff members of ULB such as TPO/ TPrO (TMC)/ Engineer/ Sanitary Officer, Representative of Police Dept, Representative from Women Welfare department along with Project Director, MEPMA or his representative shall be taken.
13. The operation and management of the shelters to be taken up by ULB or any other agency (NGO/CBO) identified by the executive committee of the shelter.
14. The Executive Committee will select the implementing agency through RFP process, to run the shelter by following a transparent process as per norms from the following categories of Homeless persons collectives, TLFs/ SLFs, Women and Youth community based groups, Universities and Institutions, NGOs and CSOs registered under Societies Registration Act, Resident Welfare Associations and Public / Private Sector Companies or Associations or ULB itself.
15. A shelter management committee (SMC) shall be constituted with local ward member, ULB representative, one of the care takers, few nominated residents of the shelter as members for supervising day-to-day functioning of the shelter.
16. Each shelter shall have minimum full time staff viz., one full time manager with an honorarium of Rs.5000/- per month, three caretakers on shift basis of 8 hours each with honorarium of Rs.3500/- per month for looking after daily management of the shelter.
17. Only Women shall be engaged as Managers/ Caretakers except in case of Men Shelters.
18. The ULB shall submit the project proposal for management of shelters with cost and timelines. The proposal should be accompanied by the Detailed Project Report (DPR), which explains all the procedures and process including required documentation right from building plan, plinth, refurbishment, NGO/CBO selection process and their documentation, details of EC and SMC, procurement of infrastructure and logistics, arrangement for food, O&M details, selection of staff on transparent basis with all administrative clearances.
19. For refurbishment of existing structures, necessary approvals along with engineering estimates, lease agreement/ ownership deed and such other necessary documents need to be submitted along with project proposal.
20. Budget for each shelter is shall not be more than Rs.600000/- (comprising of Rs.200000/- one time expenditure, honorarium of manager Rs.60000/- p.a., honorarium of caretakers (3 persons) Rs. 126000/- p.a., cost of water, power, gas etc., Rs.120000/- p.a., cost of food Rs.90000/- p.a. and for purchasing of emergency medicines and first aid Rs.4000/- p.a.
21. Convergence activities to be taken up are (i) The children of homeless go to the nearby schools, (ii) The disabled are linked to the handicapped corporation for financial assistance, (iii) The homeless are to be linked to various government schemes subject to eligibility, (iv) with the Direct Benefit Transfer (DBT) concept to issue voucher for food, instead of providing food.

The Project Director concerned will be the overall coordinator of the scheme at the District level with assistance from District Mission Coordinator (LH). All the Project Directors have to maintain regular coordination with Commissioner and Staff in establishment and running of the Shelter.

The Project Directors of MEPMA are directed to have regular interaction with the Municipal Commissioners and monitor the progress of the scheme as survey and submission of proposals for establishment of shelters for homeless has to be completed by 25th August, 2014.

Sd/- P.Anuradha
MISSION DIRECTOR

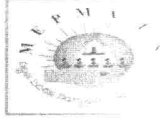
Encl: Survey Format

To the Project Directors of MEPMA in the State.

To All the Municipal Commissioners of NULM towns.

TIMES LINES FOR SURVEY OF URBAN HOMELESS

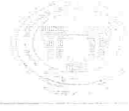
S. No	Activity	Timeline	Responsible persons
1	Orientation to PDs, DMC-LH & TMCs	7 th August	SPMU
2	Printing of survey formats	11 th August	DPMU
3	Formation of Survey teams & Orientation to DRPs	11 th August	DMC-LH
4	Conducting survey by Teams	21 st August	DMC-LH & TMC
5	Online Data entry	22 nd August	TMC & DEO
6	Submission of DPR	27 th August	PD/MC



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Mission for Elimination of Poverty in Municipal Areas

Department of Municipal Administration and Urban Development, Govt of Telangana



From
Smt. P. Anuradha,
Mission Director (FAC),
MEPMA,
Hyderabad.

To
All the Project Directors of
DPMUs in the state.

Lr.Roc.No. 455 /SUH /D1/ 2014, dated: 05-08-2014.

Sub: One day orientation programme to the PDs/DMCs of LH & IB and TMCs of
NULM towns- Shelter for Urban Homeless – 07-08-2014- Communicated.

Ref: 1. GO Ms. No 551 of MA&UD dated 28-12-2013.

2. This office circular No. MEPMA/455/SUH/D1/214 dated 04.08.2014.



It is proposed to conduct one day orientation to the PDs/DMCs of LH and TMCs
of NULM towns from 10.30AM to 5 PM on 07-08-2014 in the Conference Hall of
MEPMA.

The agenda of the meeting is as follows:

- Over all view of SUH scheme.
- How to carry out the survey to identify beneficiaries.
- Submission of DPRs.
- Establishment of shelter.
- Management of the shelter.
- Convergence activities.

Therefore all the Project Directors of the MEPMA in the State are requested to
attend the above orientation programme along with the DMCs of LH and TMCs of the
NULM towns positively.

Note - The project directors are requested to pay the actual TA to DMCs & TMCs


MISSION DIRECTOR

