

## **SCHEME OF FAMILY COUNSELLING CENTRE**

The scheme of Family Counselling Centre was introduced by CSWB in 1983. The Family Counselling Centres provide counselling, referral and rehabilitative services to women and children who are victims of atrocities, family maladjustments and social ostracism and also provide crisis intervention and trauma counselling in case of natural disasters. The Centres also create awareness and mobilize public opinion on social issues affecting status of women. The FCCs work in close collaboration with the local administration, police, courts, free legal aid cells, medical and psychiatric institutions, vocational training centres, short stay homes etc.

### **OBJECTIVES**

- i) To provide professional services like crisis intervention, independent inquiry in dowry death cases and counselling in family maladjustment.
- ii) To make efforts for reconciliation in the cases of separation and out of the court settlement in marital cases.
- iii) To provide referral services like short stay homes, free legal aids, police assistance etc.
- iv) To make the counselling services available in short stay homes, remand homes, orphanages, drug de-addiction centres, Old age homes, shelter homes, prisons, schools for gifted children etc.
- v) To educate and mobilize public opinion against social problems.
- vi) To educate and impart information regarding social welfare activities aided & undertaken by various governmental and non-governmental agencies for better coordination and services to the people.
- vii) To arrange for suitable rehabilitation services for the victims and their dependents.
- viii) To provide crisis intervention services to deal with any problem of the individual within the family work place or in the community.

## **CONDITIONS OF ELIGIBILITY FOR ASSISTANCE**

In order to be eligible for financial assistance under this scheme, the institution/organization should fulfill the following conditions:-

- The organization should be registered under an appropriate Act or be a regularly constituted branch of a registered organization (mere affiliation to a registered body or recognition by the Central/State Govt. will not suffice for this purpose.
- All voluntary organizations should be registered at NITI Aayog portal and their Unique Identification Number (UID), along with PAN of NGO and Aadhar No. and PAN No. of the office bearers should be provided.
- It should have been normally engaged in social welfare work for a minimum period of three years prior to the date of application for a grant under the programme. Relaxation may however be made (i) in case of institutions in hilly, remote, border and backward tribal areas ii) in case of those institutions which provide specialized services where these are not available and (iii) in case where the need for starting an altogether new services is recognized.
- It should have properly constituted Managing Committee with powers, duties and responsibilities clearly defined and laid down in the written constitution. The Managing Committee should also have adequate number of female members.
- A certificate to the effect that all members in the Managing Committee are not related to each other.
- It should have facilities, resources, personnel, managerial skill and experience to initiate the scheme.
- Its financial position should be sound and it should be in a position to raise such additional funds, as may be required, to complete the programme for which assistance is given by the Board and in addition, where necessary to continue to maintain the existing level of services from its own resources.
- It should be open to all citizens of India without any discrimination on account of religion, race, caste, creed and languages.

### **TYPE & EXTENT OF ASSISTANCE**

Institutions which may be able to fulfill the objective, may send their proposal alongwith budget through their respective State Social Welfare Boards and these will be examined on merit.

### **DETAILS OF BUDGET**

<b>S. No.</b>	<b>Head of Expenditure</b>	<b>Revised Budget</b>
1.	Honorarium of two counsellors: @Rs.10,000/- p.m. per counsellor <b>(irrespective of location of the centre).</b>	Rs. 2,40,000/-
2.	a) Expenditure on rent @ Rs. 3000/- p.m. b) Contingencies @ Rs. 44,000/- per annum.	Rs. 80,000/-
	<b>TOTAL</b>	<b>Rs. 3,20,000/-</b>

**Note :** 90 % contribution by CSWB i.e. Rs. 2,88,000/- per annum. 10% matching contribution by VO i.e. Rs. 32,000/- per annum.

### **TERMS & CONDITIONS FOR SANCTION OF GRANT**

#### **Grant:**

1. Sanction of grant-in aid is given provisionally subject to satisfactory performance, as per the Scheme.
2. Grant is given for honorarium of Counselors and purchase of non-recurring items (one time grant) for the Family Counselling Center. 90% grant is also given for other recurring expenditure, subject to a maximum of Rs. 80,000/- per annum. The organisation will be required to meet 10% matching share towards expenditure from its own resources.
3. The institution has neither been sanctioned nor is likely to receive grant for the same purpose from any other source and will not charge any fee from the beneficiary.
4. The grant will be utilized for the purpose for which it is sanctioned within the stipulated period.

5. The services of the institution shall be open to all citizens of India, without distinction of religion, caste or creed.
6. The FCC shall be treated operational after receipt of sanction letter and actual setting up of the FCC as per terms and conditions of sanction.
7. The Members of the Managing Committee should not be related to each other.

#### **Maintenance of Records :**

8. The FCC will be required to maintain the following records which should always be upto date and readily available at the FCC for verification.

- Personal files of the counsellors with photocopies of certificates of educational qualification.
- Attendance register.
- Leave record (In case the counsellor is on leave/on tour, information for the same should be available in the file).
- Stock register in the form of GFR-19 and other assets purchase out of CSWB grants.
- Details of the Members of Sub-Committee and minutes of the sub-committee meetings duly signed by all the members.
- Separate accounts in respect of the grants should be maintained. Audited statement of accounts in the form of **receipts and payments, income & expenditure and the balance-sheet alongwith the Utilization Certificate**, in respect of this grant only, may be sent to the Central Social Welfare Board in **original** within six months completion of financial year.
- Separate case files of each applicant/client containing the application and date-wise records of all the meetings, counselling sessions held with client or his/her relatives, home visits etc. to help the aggrieved person. Record of rehabilitation and follow up of cases should also be indicated in each case.
- A separate record shall be maintained of the SC/ST/Backward/General beneficiaries.

#### **Assets:**

9. The grantee institution shall maintain a register in form of GFR-19 of all the permanent and semi-permanent assets acquired wholly or substantially out of Board's grant, and a copy there of shall be furnished to this office at the end of each financial year. Where the cost of each item is below Rs.10,000/- may be sent separately by the institution.

10. All assets acquired or created out of the Board's grant will not be disposed off, encumbered or utilized for purposes other than those for which grant has been sanctioned, without the prior sanction of the Central Social Welfare Board. Should the FCC ceases to exist any time, such assets will revert to CSWB/ State Board or action will be taken in accordance with Govt. on India Rules.

### **Staff:**

11. Two trained Counselors who should be post graduate in Social Work / Psychology with 2 years experience in counselling and working with women and families in distress, will be appointed for the FCC. One of the Counselors should be a female. The counselors appointed in the FCC should be mature enough and should have the aptitude to deal with cases of sensitive nature.

12. All Counselors are deemed as employees of the voluntary organisation where they are employed. Their appointment shall be made by Selection Committee comprising of the Head of either the nearest School of Social Work or the Head of the Department of Psychology and members of the organisation.

13. An Honorarium of Rs.10,000/- p.m. will be paid by Central Board to each Counselor.

14. Relaxation in qualification of counselors in hilly, tribal & remote areas will be considered by the C.S.W.B. only in exceptional cases, on the merits of each case. The organization will submit an undertaking that a Postgraduate degree in Social Work or Psychology is not available in the Universities existing in their district. Graduates will not be considered for the post of FCC counselors. Relaxation is to be recommended by the Selection Committee through the State Board.

### **Organisational Set-Up**

15. It is mandatory for the Family Counselling Center to form a sub-committee of social workers, representative of the local administration, police, State Free Legal Aid Cells and other voluntary organisation which provide short stay home facilities, and other such organisation which may be useful in the rehabilitation of deserted women.

16. A Plan of action may be formulated by the sub-committee for achieving the objectives of the scheme and to give guidance to the Center for its effective implementation. The sub-committee should meet at least once in 3 months to assess the performance of the Centre towards achieving its objectives. The members can also be involved while actually dealing with the cases either in counseling, home visits or in providing necessary assistance/rehabilitation to the distressed women through their parent organisation.

### **Centre**

17. The family Counselling Centre should be located in an area where referral services like police assistance, free legal aid, short facility and other services to rehabilitate the distressed women are easily available and the Center should be easily accessible for persons seeking assistance from the FCC.

18. The FCC should have an atmosphere, which is conducive for counselling distressed persons. A separate room with basis amenities should be provided for counselling purposes.

19. The location of the Centre **will not be changed without prior approval** of the Central Social Welfare Board.

20. The District Collector and the District Commissioner of Police should be informed about the setting of a Counselling Center with the complete address/location of the Center, so that there is active collaboration/coordination with them, specially for referrals, as and required.

### **Inspection**

21. The family Counselling Center shall be open for inspection by the nominees of CSWB/ State board/ CAG/ State Govt./ Govt. of India.

22. The guidance/suggestion given at the time of inspection should be noted and complied with immediately and a compliance report sent to CSWB/State Board within one month of the inspection.

23. The institution shall send half-yearly Progress Reports of the Family Counselling Center in the prescribed Performa along with resume of cases for the period April to September and October to March, within one month of the period.

### **Discontinuation/Cancellation Of Grants:**

24. If at any time it becomes apparent that any of these conditions are not being fulfilled or the institution is unable to utilize the grant for the purpose for which it has been sanctioned or has deviated from the norms of the scheme, this grant is liable to be cancelled and the institution will refund to Central Social Welfare Board, the entire amount of grant received by it with interest there on at the prevailing bank rate, from the date of release of grant.

25. In case the institution is not able to implement the program as per scheme and its performance is unsatisfactory, despite periodic guidance given by the officers of the Board at the time of inspection, grants under the FCC scheme will be discontinued.

26. In case of new sanction, the FCC should start functioning within 3 months after receipt of the sanction letter, failing which it shall be assumed that the institution is not interested in starting the FCC. The sanction grant shall be cancelled and the grants released will be recovered from institution with interest there on at the prevailing bank rate from the date of release of grant

**Central Social Welfare Board**  
**Application Form**

1.	Name of Voluntary Organization	
2.	Address	
		Block
		District
		State
		Pin Code
		Phone Number
		Fax
		Email
	Website	
3.	Name of the programme applied for	
	1. Is the institution a branch of parent organization? (Yes/No)	
	2. Is it affiliated to another organization? (Yes/No) (if so attached affiliation certificate)	
4.	Managing Committee Members/Office bearers (President/Secretary/Treasurer) Details:	1. Name
		Post
		Male/Female
		Phone Number with STD Code
		Aadhar No.
		PAN No.
		2. Name
		Post
		Male/Female
		Phone Number with STD Code
		Aadhar No.
		PAN No.
		3. Name
		Post
		Male/Female
Phone Number with STD Code		
Aadhar No.		
PAN No.		
5.	Registration Details	Registration Number
		Registration Act
		Date of Registration
		Date of Renewal

6.	Unique Identification Number (UID) at NITI Aayog Portal		
	PAN of NGO		
7.	Bank Details	Bank Name	
		Bank Code	
		Address	
		Account Number	
		Account Type(Saving/Current/Cash Credit)	
		MICR No. (9 digit number of the bank where the organization for an account)	
		IFSC Code	
7.	Previous sanction details (If any)	Year	
		Order Number	
		Order Date	
		Programme	
		Amount (In Rs.)	
		Account Settled (Yes/No)	
		If No. Give Reason	
		1. Non-Submission of Accounts	
		2. Unsatisfactory Inspection Report	
		3. Non-compliance of Inspection Report	
4. Non-submission of Quarterly Progress Report (QPR)/Other reports			
5. Any other			
8.	Name and address of funding agency		
9.	Present activities and area of operation		
	Programme	Activity	Area
10.	Whether the organization has ever been blacklisted? (Yes/No)		
	If yes, year of blacklisting		
	Name of Organization which blacklisted		
	Reason of blacklisting		
	If de-blacklisted	Date	
		Order No.	

Disclaimer: The Central Social Welfare Board reserves the right to use the information submitted by voluntary organization for purpose such as data compilation, research and evaluation.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated :

Place:



## Central Social Welfare Board

### Application for Assistance under Family Counselling Centre

1.	NGO ID	
2.	NGO Name	
3.	Address	
		District
		State
		Telephone Number
		Email ID
	Fax	
4.	Details of Staff	Type (Full Time/Part Time/Voluntary)
		Professional
		Other
		Total
5.	Amount of Grant Applied For	
	Recurring (In INR)	
	Non-Recurring (In INR)	
	Total	
6.	Details of activities taken up during the last three years related to Family Counselling/Empowerment of Women	

**Undertaking by NGO:**

I have carefully studied the scheme, its guidelines, terms & conditions of the sanction stipulated by Central Social Welfare Board, and I, on behalf of the institution, undertake to abide by these conditions.

I undertake to settle the accounts for grants released to me within one month of end of financial year and submit to State Board under intimation to CSWB. I also undertake to abide by other requirements regarding grants, as intimated from time to time, including submitting of half yearly resume cases report, result, feedback.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated :

Place: