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**GOVERNMENT OF MEGHALAYA
POLITICAL DEPARTMENT**

NO.POL.191/2004/Pt/251,

Dated Shillong the 25th November, 2013.

From :- Shri. B. Khongwir,
Under Secretary to the Govt. of Meghalaya.

To, The Director General of Police,
Meghalaya, Shillong

Subject :- Complaint of Shri R.H. Bansal, General Secretary, AMNP, Delhi,
alleging that 11 minor girls were gang raped in Kanker District of
Chhattisgarh.

Sir,

I am directed to refer to the subject above and forward herewith a copy of case No.21/33/8/2013/FC dated 15th October, 2013 received from Assistant Registrar (Law) of National Human Rights Commission (Law Division/Full Commission Branch) for favour of information and guidance.

Yours faithfully,

[Handwritten signature]

Sd/-
(B. Khongwir)
Under Secretary to the Govt. of Meghalaya,
Political Department

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RS
26/11
15309-324
2013

Case No. 21/33/8/2013/FC
NATIONAL HUMAN RIGHTS COMMISSION
(Law Division / Full Commission Branch)

Special Officer

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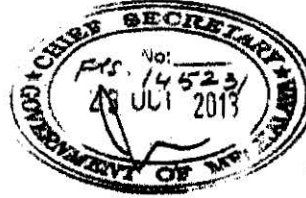
Assistant Registrar (Law)
Tel No. 011-24663288
Fax No. 011 24651332

MANAV ADHIKAR BHAWAN
C BLOCK, GPO COMPLEX, INA
NEW DELHI-110 023

Dated 15.10.2013

To

The Chief Secretary,
Govt. of Meghalaya,
Shillong - 793 023.



*Pr. copy. Ad/Secy
In reply to
frame under
policy regarding
in
On file*

Subject: Complaint of Shri R.H. Bansal, General Secretary, AMNE, Delhi
that 11 minor girls were gang raped in Kanker District of Chhatisgarh.

Sir,

I am directed to say that the Commission while considering the matter on 22.07.2013 directed to forward the Scheme formulated by the Govt. of Chhatisgarh for the safety and security of the inmates of hostels for Women/Girls belonging to the SC/ST community to all the Chief Secretaries of the State Governments and the Administrators of all the Union Territories.

Accordingly, a copy of the aforesaid scheme is forwarded herewith for information and guidance.

Encl: As above

Yours faithfully,

[Signature]
ASSISTANT REGISTRAR (LAW)

*HB
29/10/13 FCS CS-145231*

Consolidated programme regarding safety and protection for women and girls in Residential Institutes in Chhattisgarh.

Introduction:-

There are numerous plans; programme and so many lawful provisions are available for the welfare, safety and protection of women. Still the incidents regarding the crime and violations against women are coming on the light. Keeping the on going incidents in mind for the security of women and girls in girls hostels, the management and employees should decide the important measures, inspection and monitoring of the conduct of these institutions, following proposals and objectives:-

Purpose:-

- 1.1 To provide safe and fearless environment for women and girls in Residential Institutions.
- 1.2 To sensitize the management and employees regarding the safety and needs of women and girls in Residential Institutions.
- 1.3 To provide every needful facilities for the women and girls in Residential Institutions.
- 1.4 To create responsible and sensitive administrative framework for the complaints and redressal of the problems of women and girls.
- 1.5 To ensure the proper arrangement of monitoring and observation of these residential Institutions.
- 1.6 To ensure the facilities/services provided to the women and girls while coordinating with all departments.
- 1.7 Effective implementation of the existent legal provision and legal system for the protection of women and girls.
- 1.8 All round publicity of the existent provisions of the women/ girls.

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2. To fulfill above mentioned purposes following actions are proposed :

2.1 Establishment of Helpline (1091) in case of Emergency: - A helpline number (1091) would be set up by the department of police for the assistance of women and girls in every districts of the state. This helpline number would be conducted by the available staffs of the department of police. A women desk will be set in every police station in which a woman constable will be posted there and a separate room will be provided for the use of women. If a women desk may not be possible in some remote or hilly or mountainous areas, a department wise women

2.2 Proper security arrangements in the institutions of women and girls

2.2.1 There would not be any male officer/employee/service provider in the institutions for women and girls. If Education- Training and Hostel facility is available in the same complex or hostel, then the male Officer/Employee/Service provider will not enter. If any unavoidable circumstances, service provider, Doctor, Technical employee enters into the Hostel, he would necessary accompanied with a woman senior in age. This direction would also be implied to the non-governmental/ private institutions.

2.2.2 Lady home guard would be posted in place of male guard in the institutions. A necessary number of Lady Home guards would be implied after the demand letter be sent to the department of concern police (director general home guards). This action would be taken in time phase manner in different segments. These home guards will work under the administrative control of the concern department but the conditions of the service and training etc will be as the main department. During the service period of these home guards, their decisive salary, allowance will be paid by the concerned department. They will be paid as per the today's payment of the guard. Controller department, if desire, they can decide the separate uniform after coordinating with the department of police.

There would be a provision for necessary arrangement of lady security guard in their own expenses in place of home guard for the non- governmental institutions. It would be the responsibility of the concern department to adjust

those male employees in different posts who were removed from women/girls hostel.

The list of the institutions under different department is given below:

S.No.	Name of the Department	Details of the Institutes for the women & girls
1.	Scheduled Caste/Tribe welfare department	1354 girls hostel/ Ashramshala 07 girls education complex 02 girls education centers 06 girls hostel
2.	School education department	
3.	Department of Health	
4.	University of Agriculture	
5.	Dept. of Employment and Training	04 women hostel
6.	Dept. of Technical education and manpower employment	07 girls hostel
7.	Dept. of social welfare	01 girls community center 04 home for multi disabled persons
8.	Higher education department	20 girls hostel
9.	Guri Ghash Das University, Bilashpur **	01 girls hostel
10.	N.I.T. Raipur	01 girls hostel
11.	Departments of village development	01 S.I.R.D. Raipur 18 R Seti **
12.	Department of girls and child development	13 Aanganwadi cent training center 02 Regional women's center 01 State level resource center 03 Nari Niketan 04 Limited period hostel and self developed center 02 girls Home
13.	Department of Medical Education	03 Hostel
14.	AIIMS	01 Hostel
15.	HNLU	01 Hostel

* Apart from the above list women/ girls hostel may be conducted from other organizations/Institutions.

** Institutions of government of India.

2.2.3 To arrange the lady home guards minimum 1x3 shift for the small hostel/ home and 2x3 shift for the big hostels.

2.2.4 There will be the arrangement of optional lady home guard when the working lady home guard is in leave.

2.2.5 Ancillary action will be taken by the district collector and superintendent of police regarding girl's hostel, house in the naxalite region.

2.2.6 Inspection and necessary help will be provided by the officer in charge of the concerned Police Station. Apart from that, department of police will provide the necessary guidelines.

2.3 Following basic facilities have to be provided in every Residential Home for women

following minimum standards will be maintained having the institution of containing women/girls

1.	Dormitory	For every 25 residents about 300 square feet
2.	Education Room	For 25 residents about 300 square feet
3.	Patient Room/ First Aid Room	For 10 residents about 75 square i.e. 750 square feet
4.	Kitchen	250 square feet
5.	Dining Room	800 square feet
6.	Entertainment Room	300 square feet
7.	5 Bathroom	Every bathroom would be about 25 square feet i.e. 125 square feet
8.	8 Toilet	Every toilet would be about 25 square feet i.e. 200 square feet toilet will necessary be inside the complex
9.	Advice/visitor Room	120 square feet
10.	Room for the superintendent/ warden/ in charge of the house	A. 2 Room about 250 square feet B. Kitchen 75 square feet C. Bathroom cum toilet 50 square feet
11.	Boundary wall or security wall	
12.	Different outside entrance	
13.	In case of teaching training are held inside the hostel	Apart from the above, separate needful rooms will be provided.
14.	Room attached with toilet for lady home guard/ guard	A. Room about 12 square feet B. Kitchen of 75 square feet C. Toilet cum bathroom of 50 square feet

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Above provision will be implemented from the date of instructions for the new proposed hostels. Above instruction will be implemented in a phased manner for the old hostel/houses subject to time decided by the concern department.

- 2.3.1 Lady Superintendent/ warden house in charge will live in the Institution and she will be provided quarter. If she is unable to live in the institution for any valid reason (with the permission of concern department) then one of the senior female employees of the Institution will have to live in the institution and the warden in position to take care of inmates of the hostels and in the event of any emergency decision. The design of the superintendant's house should be such that it should not be the family of the superintendant who should not be allowed to trespass into the complex. The superintendant should not be allowed to trespass into the complex.
- 2.3.2 To prevent the accident the floor of the building should be made of concrete.
- 2.3.3 There will be proper arrangement of light, Ventilator, fan, water supply, and electricity. Water.
- 2.3.4 There will be arrangement of first aid kit, fire extinguisher machine in kitchen, water storage and emergency supply of electricity.
- 2.3.5 If there is a hostel in administrative building, then there would extra rooms/ other facilities be provided in phased manner of which the time limit be decided by the concern department.
- 2.3.6 The above mentioned rules should be followed in the hostels/Institutions which are established on the houses of rent if above mentioned facilities are not available then the concern department will make ensure from the owner of the house to provide such facilities in a span of time. If such facilities are not provided by him in a maximum period of six months then the unit will be transformed to the other owner of the rent house.
- 2.3.7. The house in which it is approved to built a hostel, house but incomplete, then the collector from the district level will take the action after evaluating the work plan. Concern department in its level limited will also ensure to complete the job in a limited span of time.
- 2.3.8. The Hostel/House whose building is not allotted, for it the District collector / concerned department, Bastar/ sarguja/ scheduled caste development Authority or

any suitable head will give him the permission to construct the houses. In the next 18 month with the completion of building construction for women/girls hostels in a phased manner, all hotels will be conducted in proper manner in Administrative building.

2.3.9. Before constructing the administrative building for girls' hostel/women house etc. It should be ensured that the proposed site will be near the population and safe area.

2.3.10. There will be the provision of set up and building of hostels/houses after the issuing of instructions. The construction work will have to be done within the stipulated time frame as per the instructions. With the sanction of the government, the necessary markings and allotment of the land will be done.

2.3.11. Girls houses/ hostel will be arranged in such a way that the police station /station are available in the district, block headquarter building, hostel would be for 50 inmates.

2.3.12. There will be the arrangement of telephone or emergency bell in the complex of the institution and it will be linked with the police station, so that necessary helps should be provided to the girls in case of emergency. If it is technically possible to make arrangement of video conferencing in those buildings/ hostels, then it will also be considered.

2.3.13. Above mentioned guidelines would be included in the maps for constructing hostels/ house/ building.

2.4 Following guidelines will be followed in the hostels, girl's houses and residential institutions for women where clothes, pillow, toilet or other commodities are provided by the government :-

2.4.1. Sleeping arrangement:

S.No	Commodity	Supply per inmates
1.	Towel	4 per year
2.	Cotton Shawl to use	2-2 per year
3.	Pillow	1 per 2 year
4.	Pillow Cover	4 per year
5.	Woolen Blanket/Quilt	1 per 2 year
6.	Cotton Bed Sheet	1 per 3 years
7.	Mattress	1 per 3 years

8.	Mosquito net	1 per 2 years
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2.4.2. Dress to Wear

S.No	Commodity	Supply per inmates
1.	Skirt and Blouse or Slwar Kameij or Saree with Blouse and petticoat	Based on age and Regional preferences
2.	Samel/Inner	
3.	Bra	
4.	Panties	
5.	Shorts	
6.	Centary Napkin	
7.	Woolen Sweater	
8.	Night Dress	

* Above Commodity will provided as per age and need

2.4.3. Various things

S.No	Commodity	Supply per inmates
1.	Sleeper/ Shoes	1-1 per year
2.	School Dress	2 set per year
3.	School Shoes	1 set per year
4.	School Bag	1 set per year
5.	Stationary	2 per year
6.	Handker Chief	6 per year

2.4.4. Tallet

Every inmate would be provided oil, soap and other commodity with the following guide lines:

1. 200 gm Hair Oil per month.
2. Bathing soap and carbolic soap 2-2 per month.
3. Per tooth brush in two months and 100 gm tooth paste per month.
4. 2 Comb per month.

2.4.5. Above commodities in 2.4.1 to 2.4.4 may be increased as per needs.

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2.4.6. It will be the responsibility of the superintendents/ Institute in-charge to arrange for a broom to clean the house, medicine to prevent the bugs, phenyl to clean the toilet/ Acid and germicide to clean etc.

2.4.7. If more facilities are provided than that of existence Instruction/ provisions then above mentioned facilities will have to be provided.

2.4.8. Everyone will be provided kit box and locker as per convenience and needs. Superintendent/ Warden/ Floor in-charge will provide level beds in place of traditional beds.

2.5 Nutrition and food

2.5.1. The arrangement of food to inmates will be based on the availability and condition which will have to be fixed on the basis of nutrition and be based on the criteria fixed by the Government.

2.5.2. The menu of food for the inmates will be fixed on the basis of nutrition on the approval of competent authority and with the suggestion of subject experts and also on the local availability.

2.5.3. Variety in Food

1. The superintendent can arrange for non- vegetarian food with the consent of the inmates provided that govt. does not have to bear extra expenditure.
2. As the alternative of the non – vegetarian food vegetarian inmates shall be provided with other vegetarian dishes or sweets.
3. Time table for food shall be fixed in each institute and it shall be displayed at the prominent place of the institute.
4. The superintendent/head of institute can alter the time of distribution of food as per the climate.
5. On the recommendation of the doctor every ill inmate shall be provided with recommended medical food in case regular food is missed by them due to their illness.

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6. On the basis of other health issues, apart from the routine food; milk, egg, fruits etc can be provided on the recommendation of the doctor.

2.6.1. Facility of health and consultation for the inmates of institute

2.6.1. It will be mandatory to have regular health examination of every student/ inmate of the institute once in every three months. Its will be a joint responsibility of the concerned administrative and health departments.

2.6.2. An appropriate group shall be constituted in every institute for the health examination. The group shall be a must also, psychiatric and other health services in such group. All kinds of facility shall be available there in the health van. For the health van a mobile medical unit after fixing mobile van.

2.6.3. A medical officer at the district/development area level shall be appointed who with the help of ANM or LHV shall make available medical facility for regular health check up / when called for/ in case of illness of inmates. Their telephone number and place of contact shall be displayed at a prominent place of the hostel.

2.6.4. A health card shall be issued to every inmate by the health department.

2.6.5. Every inmate shall be provided with consultation service on time to time basis or on the basis of some situation arising out of emergency.

2.7. For the help of women and girls the facility available and the telephone numbers of doctor, police, collector, institute in charge, consultant, members of committee etc. shall be displayed at a prominent place of the institute.

2.8 Inspection of institute and facility of hearing

2.8.1. Entry of any unauthorized male officer/worker shall be prohibited in the institute. Authorized male officers/ workers can enter during the specified work hours only to execute their responsibilities.

2.8.2. Entry of males shall be completely prohibited from 6.00 in the evening to 6.00 in the morning. Permission of magistrate/ additional district magistrate/

department magistrate shall be mandatory for entry of male officer/ worker in necessary circumstances.

- 2.8.3. It is mandatory to have fortnightly inspection of the institute. Apart from the officer of the concerned department, officers of state, district administration or police will also inspect the institute.
- 2.8.4. Inspection of institute shall be only done by gazetted/ executive female officers. In case of inspection by the senior male officers, a gazetted/ executive officer shall be present.
- 2.8.5. Every institute shall have a visitor's book. The name, designation, date/ time, purpose of visit, and the date of visiting the institute shall be registered.
- 2.8.6. Every institute shall have inspection register in which the officer/committee shall compulsorily register its team which will maintain the defects it finds.
- 2.8.7. Institute shall have a register for its employees in which their time of entry and exit from the institute shall be date wise registered.
- 2.8.8. Every institute shall have complaint box at a prominent place. The key of this box shall be with the consultation committee and it shall be opened by them.
- 2.8.9. Seven member local consultation committee comprising of govt. and non-govt. member shall be constituted in every institute. The tenure of the committee shall be 3 year. On the consent of local MP and member of legislative assembly, they may be specially nominated for invitation in this committee. Apart from this local panchayat /elected public representative municipality, members of women self- employment groups, voluntary organization/social workers working in the field of Welfare/Protection/Development of women and girls, at least two caretaker and appropriate govt./ officer/official will be the members.

The nomination of representatives' voluntary organizations/ social workers shall be done by the district collector with the approval of the honourable minister in charge in the committee. All the members shall be local and at least 3/4th members shall be women. Apart from this there shall

also be representation of scheduled caste/ scheduled tribes in the members of the committee.

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2.8.10. The constituted committee shall evaluate all the points of inspection in every 15 days shall submit the report to due women help committee of the district after discussing it with the inmates. It shall be the responsibility of the institute in charge to set inspected.

2.8.11. Inspection of the above mentioned facilities shall be done by the charge officer. Inspection of the institute shall be done by the charge officer.

2.8.12. If the controlling of the hostel is done by the charge officer then it shall be the responsibility of the institute in charge that he conducts the essential works and the maintenance of the above mentioned facilities.

3. Surveillance and hearing facility of above proceeding.

3.1 At the district level.

3.1.1. A seven member district level women help committee shall be formed in every district under the chairmanship of collector or nominated women representative for the disposal of women related issues on the approval of the honourable in-charge minister, Distt. Collector will nominate the Distt. panchayat will women representatives of municipality, 4 non-govt. women members working specialized in the field of women and girls welfare protection/development On the consent of local MP and member of legislative assembly, they may be specially nominated for invitation in this committee. The same person shall not be nominated for next tenure continuously. Collector shall ensure that the nomination is done as soon as there is vacancy for member in the committee so that there does not remain any vacancy in the committee.

3.1.2. The representation of the police department in the committee shall be a must. This representative shall be a woman.

3.1.3. Suitable place for meetings of the committee shall be provided in the collectorate or near it.

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3.1.4. The committee shall compulsorily meet for a day or half day in the meeting room. On receipt of complaint the committee may meet as per the requirement. The information regarding this of the collectorate and outside the allotted hall of meeting.

3.1.5. The district collector/district level committee shall map all such institutes of the district where girls/women are given shelter/ residence facility. Appropriate roster shall be prepared for the inspection of the institutes. Inspection can be ensured once in a month.

3.1.6. District programme officer/district level committee shall be the coordinator of the committee. The committee shall meet on a fixed day of the week. The report of the committee meeting shall forward it to the nodal department for approval from the district collector.

3.1.7. The committee on complaint/ application of sensitive issues of harassment/ eve teasing shall not make public the proceeding of the investigation and shall provide a respectful and fearless environment to the victim. It shall coordinate with police department for proper protection in case of such need.

3.1.8. At the 15 days random/ as per the roster inspection of the hostel/ institute by the committee/ nominated officer, the report shall be submitted to the district collector. The district collector shall make arrangement of vehicle for the visits of the committee.

3.1.9. For prevention of sexual harassment of working women there is already the provision as per the vishakha of a directive direction for organizing a complaint committee. This committee shall dispose of the complaints regarding harassment of women workers and non government women/girls at the office level and shall forward the report of proceeding/ required necessary action to the district level women help committee.

3.2 At the state level.

3.1.2. For the supervision, control and hearing of all the types of above mentioned action and also for appropriate directions, women and child development department shall be the nodal department.

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3.2.2. Women help centers shall be established in the directorate of woman and child development department. This cell shall follow the required action after forwarding the received applications to the concerned offices under the control of senior woman officer of the officer and shall forward the received applications and proceeding to the government after preparing note.

4. Other Subjects

4.1 The institutes run by voluntary organizations where women and men work in the same directions equally. The concerned organizations shall follow these directions to all the institutes. The district level women's organizations shall follow these directions.

4.2 On the receipt of complaint from superintendent/ warden/home in charge of institute, it shall be mandatory to investigate the complaint. If the complaint is found to be true, shall be transferred and relieved from the institute after charge of in charge apart from necessary disciplinary action.

4.3. Training program shall organized for the superintendent/ warden/home in charge of institute working in the institute in relation to "Quality care of homes" and The Protection of Children From Sexual Offence Act 2012 as per the need at different levels by the woman and child development department in which the responsibility of nomination of the participants the concerned department.

4.4. Moral education shall be made compulsory to make children/ society sensitive toward girls and to inculcate positive societal values. Apart from this subjects like menstrual hygiene, physical development and security of girls shall be introduced in regular school syllabus. Appropriate moral education shall be provided to make children/ society sensitive towards girls and to inculcate positive societal values.

4.5 Persons found guilty of sexual harassment to women/ girls shall not be eligible for government service and shall be barred for government schemes/ grants. In case of government servant, dismissal shall be done. Necessary amendments shall be done in civil service behavior rules by the general administration

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department in this regard. Apart from this these persons shall be ineligible for nomination of public posts.

- 4.6 For the purpose of providing information regarding the formed committee, boards and wall writings shall be displayed at district level by the district administration at public places and action shall be taken at all levels for propagation of several information camps/ legal provisions for the women by the women and child development department. Civil Administration department shall fix hoardings at major markets, bus stations.
- 4.7 Police and transport department shall conduct regular check-ups in markets, halls, malls, modes of transportation, bus stands, public places, etc. to ensure numbers of helpline, ambulance and police are shall be displayed at the concerned administration department to be displayed at the prominent place.
- 4.8 Government/ non government institutes shall be inspected regularly by district commissions and district collectors and evaluation shall be done of the work of the committees.
- 4.9 The above directions shall be complied on the minimum standard in the institutes run by any act or rule. This rule shall not over ride the effect of any act or rule but shall be complied as a supplementary rule.
- 4.10 Concerned departments shall direct on the mentioned points of this work scheme at this own level and shall provide sufficient budget. If there exists amended directions shall be issued.
- 4.11 The nodal department may issue necessary directions regarding the above work scheme.
