

**GOVERNMENT OF TELANGANA**  
**O/O Director, DEPT. FOR EMPOWERMENT OF PwDs, SENIOR**  
**CITIZENS AND TRANSGENDER PERSONS:: HYDERABAD.**

**NOTIFICATION No.A/1788/2022**

**INVITING APPLICATIONS FOR ESTABLISHMENT & MAINTENANCE OF  
TRANSGENDER SHELTER HOME FOR TRANSGENDERS FROM  
NGOS/CBOs**

The Department for Empowerment of Disability, Senior Citizens, & Transgender Persons, of Telangana State is inviting applications from eligible NGOs/CBOS for establishment & maintenance of State Shelter Home for transgender persons (Transwomen) in the state of Telangana to cater the primary need of providing shelter to transgender persons with basic amenities like food, medical care and recreational facilities facing to take who are facing social, psychological and economical constraints. Besides, it will provide support for the capacity-building/skill development of Transgender persons. Liasoning to provide legal care and psychological counseling to enable Transgender persons to take steps for their reintegration into their families/society.

The NGOS/CBOs expressing interest with sound experience of working with the transgender community of Telangana and well versed with the unique challenges faced by the community can apply and the organization shall work to improve overall living conditions of Transgender persons by providing a positive environment for their holistic development.

The interested parties may download the applications from the departmental website [www.wdsc.Telangana.gov.in](http://www.wdsc.Telangana.gov.in). These applications shall properly be filled and submit the hard copies by enclosing relevant documents in the Office of the Director, Dept for Empowerment of Disability, Senior Citizens & Transgender Persons, Malakpet, Nalgonda X Roads, Hyderabad before (07) days from the date of notification. The Director, DEPwDs, SC & TG Persons Hyderabad has the powers vested to cancel or do modify the notification at any Stage. The applications received after stipulated time will not be accepted. If any queries, contact no.**04024559048** in Officer Hours.

**Sd/-DIRECTOR.**

**తెలంగాణ ప్రభుత్వము**

**శ్రీయుత సంచాలకుల వారి కార్యాలయము::**

**వికలాంగులు, వయో వృద్ధులు మరియు ట్రాన్స్ జెండర్స్ వ్యక్తుల సాధికారత శాఖ:: హైదరాబాద్.**

**నోటిఫికేషన్ నెం.ఎ/1788/2022-2**

తెలంగాణ రాష్ట్ర సంచాలకుల వారి కార్యాలయము, వికలాంగులు, వయో వృద్ధులు మరియు ట్రాన్స్ జెండర్స్ వ్యక్తుల సాధికారత శాఖ:: హైదరాబాద్ వారు తెలియజేయునది ఏమనగా! ప్రభుత్వ ఆదేశముల మేరకు, తెలంగాణ రాష్ట్రములో పనిచేయుటకు ఈ క్రింద తెలుపబడిన ట్రాన్స్ జెండర్స్ స్టేట్ షెల్టర్ హౌంసు స్థాపించి, నడుపుట కై ధరఖాస్తులను ఆసక్తి గల NGO/CBO వారి నుండి ఆహ్వానించనైనది.

క్రమ. సంఖ్య	యూనిట్ పేరు	ఖాళి వివరాలు	అర్హత- వివరాలు
1	ట్రాన్స్ జెండర్స్ స్టేట్ షెల్టర్ హౌంసు	01	NGOs/CBOs

ధరఖాస్తు ఫారాలు మరియు ఇతర వివరాలు [www.wdsc.Telangana.gov.in](http://www.wdsc.Telangana.gov.in) నందు పొందవచ్చును. నిర్ణీత ధరఖాస్తు ఫారాలను నింపి, సంబదిత ధ్రువపత్రాలు జతపరిచి ,నోటిఫికేషన్ వెలువడిన (7 ) రోజులలోగా ఒరిజినల్ ధరఖాస్తును ఈ కార్యాలయము లో ( సంచాలకుల వారి కార్యాలయము, వికలాంగులు, వయో వృద్ధులు మరియు ట్రాన్స్ జెండర్స్ వ్యక్తుల సాధికారత శాఖ, మలకపేట, నల్లగొండ X రోడ్, హైదరాబాద్ ) నందు సమర్పించవలెను. ఇట్టి నోటిఫికేషన్ ను రద్దు పరచుటకు గాని, మార్పులు చేయుటకు గాను పూర్తి అధికారము, శ్రీయుత సంచాలకులు, వికలాంగులు, వయో వృద్ధులు మరియు ట్రాన్స్ జెండర్స్ వ్యక్తుల సాధికారత శాఖ , హైదరాబాద్ వారికి కలవు. ఏదైనా ఇతర వివరాలకు ఫోన్ నెం.040-24559048 ను సంప్రదించవలెను.

సూచన:- నిర్ణీత తేదీలలో ఒరిజినల్ ధరఖాస్తు ఫారాలను ఈ కార్యాలయములో సమర్పించని యెడల.

అట్టి ధరఖాస్తులు తిరస్కరించబడును.

**Sd /-సంచాలకులు**

వికలాంగులు, వయో వృద్ధులు మరియు  
ట్రాన్స్ జెండర్స్ వ్యక్తుల శాఖ:: హైదరాబాద్

# **GUIDELINES FOR ESTABLISHMENT OF HOME FOR TRANSWOMEN**

## **Background**

The Government of India passed “The Transgender Persons (Protection of Rights) Act, 2019” for protection of rights and welfare of transgender persons. Government of India also passed the Transgender Persons (Protection of Rights) Rules, 2020. Section 8(4) of the TG Act 2019 has mentioned that the appropriate Government shall take steps for the rescue, protection and rehabilitation of transgender persons to address the needs of such persons. As per the provisions of Rule 10 (9) of Transgender Persons (Protection of Rights) Rules, 2020, the appropriate Government shall create institutional and infrastructure facilities, including but not limited to, temporary shelters, short-stay homes and accommodation, choice of male, female or separate wards in hospitals and washrooms in the establishment within two years from the date of coming into force of these rules to protect the rights of transgender persons.

Hence, it is proposed in the approved Telangana State Action Plan for implementation of various welfare activities for Transgender Persons for the year 2022-23 to establish a Home for the needy Transgender Women under co-management basis between the Department for Welfare of Disabled & Senior Citizens & a reputed NGO/CBO working for the welfare of Transgender Persons.

## **Objective**

The Home for Transwomen will provide shelter, food, clothing, recreational facility, skill development opportunities, yoga, meditation / prayers, legal support, technical advice for transgender persons transition etc. on the lines of old age home to the aged transgender and who requires support irrespective age and also who are unable to maintain themselves. The establishment of Home for Transwomen will also align with the provision laid down under Section 12(3) of the TG Act 2019.

## **Need for Establishment of Home for Transgender Persons**

The Transgender persons is subject to immense societal stigma and marginalization in the society. The community often lacks social and economic support, faces extreme discrimination, deprivation and violence in their everyday lives. Hence, a Home for Transgender Women will provide a safe and secure environment for transwomen who are in need of basic needs like shelter, food, and clothing. The Home will enable them to start their life afresh with dignity, conviction, will also go a long way in the empowerment of transgender persons.

Therefore, keeping this in view, Department for Welfare of Disabled & Senior Citizens seeks to establish a Home for Transwomen above 18 years of age to have access to basic facilities including proper housing facility, food, clothing, recreational facilities, skill development opportunities, legal & psychological support to enable them to lead a decent and dignified life, and protect them from atrocities and social stigma.

### **Functions of the Home for Transwomen**

The Home set up with the partnership of both the Government and NGO/CBO under co-management approach shall have to perform the following functions:

- a. Preparing micro plans for efficient functioning of the Homes including budget management, personnel management, medical facility management, diet management, recreation, skill development, legal/ technical support and overall well-being of the transwomen residents of the Home.
- b. Establishing and maintaining safety and security protocols of the Home.
- c. Establishing, maintaining, and monitoring discipline, daily routine, task rotation, counseling, yoga/meditation, health check-ups, skilling activities for the residents.
- d. Preparing Individual Care Plans & Individual History Records for residents and ensuring activities as per the plan.
- e. Arrangements with the nearest Government hospital for emergency medical care and with the nearest Police Station for security requirements.
- f. Executing various skill development initiatives, vocational training for the residents.
- g. All residents on admission shall be issued Identity Cards containing the individual's photo and other personal details including their TG identity card/TG Certificate.
- h. Taking up various initiatives necessary for their all-round, wholistic development, employment and skill-building support that will enable them to reintegrate in the society & lead a decent life.
- i. Shall make efforts to provide family/legal counselling, if the transwoman expresses desire to reintegrate with the family/relatives/Gordians.

## **Roles of both government and NGO/CBO partner under co- management approach**

### **Role of the Government:**

1. The role of Government is to evaluation the proposed building by the NGO/CBO for setting up of State shelter Home for the needy Transwomen.
2. If the Government building the rent has to be paid by the NGO/CBO.
3. The financial assistance up to 80% shall be given to the selected NGO/CBO partner under co-management approach for the maintenance of the Home for Transwomen.

### **B.Role of NGO/CBO Partner:**

1. Provision of staff
2. Trainings to staff
3. Maintenance of the Home in all respects
4. Health Care & Emotional Support facility including referrals to the nearest government medical facilities
5. Vocational, Skill Training & employment support
6. Legal & Psycho-social support & counselling
7. Creation/Maintenance of Infrastructure facilities
8. The NGO/CBO shall collaborate with the local Municipality/Municipal/ Women Finance Corporations, Rural Development Dept./Panchayath Raj Dept., Police Dept., Railway and Transport authorities/ departments, Health Department, UIDAI, National Portal for Transgender Persons, Women, Children, Disabled & Senior Citizens Dept., SLSA, State Welfare Board for Transgender Persons and Other Departments as per need, and like-minded NGO/CBO for utilizing their services more effectively.
9. The NGO/CBO shall assist in procurement of ID cards i.e., If TG persons don't have IDs the necessary awareness & support must be extended to such TG Persons for admission in the Home and assisting them in getting IDs, Aadhar, PAN, Ration card, passport, etc.
10. All the Registers/ Records mentioned in the guidelines shall be maintained by the NGO/CBO in the Home. The Registers/ Records shall invariably be kept with up-to-date information. The NGO/CBO shall produce the registers for verification by any officer who may visit the Home in official capacity from O/O Department for Empowerment of PwDs, SC&TGP, Hyderabad.

### **Joint Responsibilities**

- **Establishment of Protocols:** The Govt. of Telangana and partner NGO/CBO in co-management will jointly frame and establish the different protocols necessary for the management of the Home for Transwomen. These Protocols will cover areas of safety, cleanliness, health, nutrition etc.
- **Monitoring:** The Parties will undertake monitoring visits to provide on-site support and guidance to the staff, and monitor the financial management.
- **Management:** The NGO/CBO manage the home under the supervision of the Government.

### **Criteria of Selection of Residents in the Home**

Following are the eligibility criteria of Transgender Woman as a resident of the Home:

- TG certificate/TG ID card holders and those living below the poverty line in need of basic housing and food. TG Persons to register themselves on the National Portal for Transgender Persons.
- Transgender Women who are abandoned, aged above 18 years
- TG women should not be engaged in unethical/immoral and beggary
- TG women who are unemployed and not engaged in productive commercial activities and are not in a condition to maintain themselves.
- Assistant Director, WD&SC, Hyderabad/District Welfare Officers, WCD&SC Dept. of all the districts, may also refer to the Home, identified indigent and needy transwomen who are in dire need of basic amenities like housing, food, and clothing. These applications should be supported by necessary documents to be admitted in the Home free of cost. Only those applicants who satisfy the eligibility criteria shall be considered for admission in the Home.
- On the competent court's order, as per Section 12(3) of the TG Act 2019 which provides that whether any parent or a member of their immediate family is unable to take care of a transgender, directing such person to be placed in the rehabilitation centre.
- The admission in the home is for a maximum period of one year. Which may be extended upon review by the competent authority.

### **Organizational Structure of the Home**

Sl. No	Designation	No. of Posts	Remarks
1	Home Coordinator	1	Full time
2	Doctor	1	On visit basis (at least 2 visits per week)
3	Social worker cum Asst. Home Coordinator	1	Full time
4	Nurse	1	On visit basis (2 hours per day & should also attend Emergencies, if any)
5	ANM	1	Full time
6	Accountant Cum Clerk	1	On visit basis (4-8 hours per week)
7	Cook	1	Full time
8	Multi-Tasking Staff	2	Full time
9	Legal Councillor	1	Part time (at least one hour per day)
10	Night Watchman	1	Full time
<b>Total</b>		<b>11</b>	

### **Eligibility Criteria & Duties of the Staff**

S.No.	Designation	Eligibility/Qualification	Minimum	Duties/Roles & Responsibilities
1.	Home Coordinator	Post-Graduation, preferably in Social Work or Sociology. Not less than two years working in the field of welfare of Transgender Persons/Senior Citizens/ Women/ or similar Homes.		She will be the overall in charge/administrative head of the Home and ensures smooth functioning of the Home so that problems of residents of could be sorted out by her

2.	Doctor	MBBS/ BAMS/ BHMS	<p>Doctor must visit the center at least twice a week for health check-up of all the beneficiaries. Separate medical records of residents must be maintained. The doctor is bound to attend the residents in emergency. As far as possible Doctor residing near the center should be engaged.</p>
3.	Social worker cum Asst. Home Coordinator	<p>Post-Graduation in Psychology or Social Work. Or Diploma in Counseling Or Degree with Diploma in Counseling. Not less than 2 years' experience in relevant field.</p>	<p>To assess the emotional status of the residents and to render counselling services as may be required.  Interacting with the residents and keeping efforts for addressing issues of dysphoria and emotional support.  Managing the Home activities in the absence of Home Coordinator.</p>
4.	Nurse	<p>BSC Nursing/ GNM/ JPHN Course Or Retired hands from nursing profession. Not less than two years' experience in Nursing Homes, Hospitals, Palliative Care</p>	<p>Nurse should visit the home for a minimum of 2 hours per day for 5 days in a week, for basic medical check-up of the residents and also</p>

		Homes or Old Age Homes.	to provide nursing/basic geriatric care.
5.	ANM	Should be qualified as Auxiliary Nurse Midwife (ANM) and should have received training from recognized government / private medical institution. Not less than two years' experience in relevant field.	Monitoring the health status of residents as per the guidance of Doctor & Nurse. Providing medicines on time prescribed by the doctor. Maintaining the medicines stock and medical records of residents.
6.	Accountant cum Clerk	Graduation/ Diploma course in relevant subject. Having the knowledge of accounts and computer operations.	Compilation of Accounts, computerizing collected database & information, maintaining records & files, maintaining records of trainees, resource persons, beneficiaries and NGO/CBOs.
7.	Legal Councillor	Post-graduation/Graduation/ Diploma course in relevant subject. Having sound knowledge of the Act & Rules of Transgender Persons, medico-legal provisions	Legal Councillor should visit the Centre at least three times in a week for a minimum one hour per day.

		and issues related to welfare of TG persons.	
8.	Cook	Should have passed 8th Standard and should have experience of cooking local food for minimum 3 years.	Prepare the daily food for the residents including Morning Tea, Breakfast, Lunch, Evening Tea and Dinner.
9.	MTS	Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.	To perform the duties of Chowkidar (during the day), Helper, Cleaner. Must clean all the rooms, veranda/ courtyard and kitchen at least 2 times a day, cleaning of bathrooms and toilets at least 3 times a day, and to extend assistance as & when required.
10.	Night Watchman	Should have passed 8th Standard and have experience of working for minimum 2 years in similar capacity.	To perform the duties of Chowkidar at night and guard the Home and the residents.

**Infrastructural and institutional facilities  
required to be provided**

1. For the home with 25 residents in the Home a minimum living area/carpet area of 3250 square feet including sleeping area and ancillary areas like kitchen, store room, dining hall, recreation room etc., but excluding verandas, corridors, stair case areas etc. Besides a space for separate sick room, first aid, care givers accommodation rest room for nurses, visitors room, rooms for administrative use, 4 toilets & 4 bathrooms, necessary equipment for conducting skill development courses and therapies, space for washing and drying of clothes.
2. Quality toilets with adequate water
3. Lockers/storage facilities for residents to keep their belongings
4. Security facilities
5. Plates, glasses and bed rolls/bed sheets for each resident
6. Safe drinking water and required water for other purposes to be provided. Hot water may be provided depending on individual needs for drinking and bathing purposes.
7. Provision of clothing, books, medicines, soap, oil, toothpaste/toiletries, etc.
8. Adequate Lighting (electricity)
9. Phone facility
10. Separate rooms for staff residence
11. In dormitories, to ensure some privacy, a sectioning for each bed can be done – with movable panels /curtains.

**Registers and Records**

1. Admission Register (A photo of the TG person should be pasted in the register).
2. A brief history of residents including but not limited to, complete case records, addresses of relatives, referral letters and other letters/record pertaining to the court cases etc. Personal belonging and other valuable items at the time of admission of the TG persons.
3. Visitors Register. Details with respect to visitors' name, entry time and exit time to be recorded.
4. Doctor visit Register with individual medical records and follow-ups. Cases requiring urgent medical attention should be referred to nearest government run hospitals immediately.
5. Register of assets (details of the physical assets, their number, date of procurement, replacement, etc.)

6. Network Directory: List of referrals, contact details of the nearest organizations, police stations, hospitals and other resources required to
7. Residents Attendance & Movement Register: To record day-wise attendance of all the residents.
8. Staff Attendance Register: To record day-wise attendance of all the staff
9. Inspection/ Visit Register: All the visits of the officials for grounding & monitoring of the Home to be recorded.
10. Register of stock & provisions: Ration and vegetable stock register (including details of the stock purchased, quantity issued balance,) etc.
11. Cash/ledger book (including details of income, expenditure, daily cash in hand, etc.,)
12. Staff honorarium register (indication monthly remuneration paid to the staff with stamped receipt)
13. Bank passbook (for the money received)
14. Movement Register of the staff and residents to be maintained separately.

### Break-up of the Budget

It is proposed to establish one Home for transwomen with a sanctioned strength of 25 residents. The tentative expenditure for establishment of Home is as under:

S No	Items		Cost Norms (Annual)Rs s
<b>I</b>	<b>Recurring Expenditure total (a to d)</b>		
(a)	<b>Staff Honorarium</b>		
	(i) Home Coordinator (full time)	(@ Rs. 25000/- per month X 12 months)	300000
	(ii) Doctor on visit basis @ 1000/- per visit, (at least 2 visits per week)	@ Rs. 1000/- X 104 visits in a year	104000
	(iii) Social worker cum Asst. Home Coordinator (Full time)	(@ Rs. 22750/- per month X 12 months)	273000
	(iv) Nurse (part time) 2 hours per day & should also attend emergency if any.	(@Rs. 10000/- per month X 12 months)	120000
	(v) ANM (full time)	(@ Rs. 22750/- per month X 12 months)	273000
	(vi) Accountant Cum Clerk (part time) 4 - 8 hours per week	(@Rs. 4000/- per month X 12 months)	48000
	(vii) Legal Councilor (part time) at least 1 hour per day.	(@ Rs. 5000/- per month X 12 months)	60000
	(viii) Cook (full time)	(@ Rs. 15600/- X 12 months)	187200
	(ix) Multi-Tasking Staff (MTS) (full time) (2)	(@ Rs. 15600/- per month X 2 Nos X 12 months)	374400
	(x) Night Watchman (1)	(@ Rs. 15600/- per month X 1 Nos X 12 months)	<b>187200</b>
<b>Sub-Total</b>			<b>1926800</b>

(b)	i) Diet Charges @2000/- per inmate	Rs. 2000/- X 25 X 12 months	600000
	ii) Cosmetics (hair oil, bathing soaps, washing soaps, comb, brush, paste, shampoo, moisturizers, etc.) @400/- per inmate	Rs. 400/- X 25 X 12 months	120000
	iii) Medicines @500/- per inmate	Rs. 500/- X 25 X 12 months	150000
	iv) Clothing (@3,000/- per inmate.) Pairs - (for male - 2 dhotis, 2 towels, 2 dresses, 3 inners & for female - 3 sarees with blouse, 3 saree petticoat's, 2 nighties, 2 towels, 3 inners) once in a year.	Rs. 3000/- X 25 residents	75000
	v) Electricity, Water, Internet, etc.	Rs. 10,000/- X 12 months	120000
<b>Sub-Total</b>			<b>1065000</b>
(c)	Miscellaneous & Unforeseen		80000
(d)	Building Rent (or Maintenance @ 10% of rent in case of own building		
	i) GHMC jurisdiction	Rs. 22000 X 12 months	264000
<b>II</b>	<b>Non-Recurring (a to c):-</b>		
a)	Cot, Bed, Small Almirah, etc.	Rs. 4000/- X 25 residents	100000
b)	Kitchen, utensils & equipment		40000
c)	TV & CC cameras		75000
	(a to c) Total		215000
<b>Grand Total for X* Category, Recurring (I) + Non-Recurring (II)</b>			<b>3550800</b>
	Category	Government Share 80%	NGO/CB Share 20%
	GHMC jurisdiction	28,40,640	7,10,160

**Criteria for Selection of an NGO/CBO on Co-Management**  
**Basis to set up the Home for Transwomen**

Interested NGO/CBO run by Transgender community, and, or those working in the fields of social justice/work and, or, those with sound knowledge of the challenges faced by the transgender community are strongly encouraged to apply. Application from **(Annexure I)** can be downloaded from the Department's website **<https://wdsc.telangana.gov.in>**. The complete application should be submitted manually to The Department for Welfare of Disabled & Senior Citizens, Telangana. The interested NGO/CBO owned by Transgender community/reputed social organizations working for Welfare of marginalized transgender persons will be preferred and thus, are encouraged to apply. The following are the criteria laid for the selecting the NGO/CBO

- (i) Shall be registered under the Telangana Societies Registrations Act, 2001 (A.P Act.No.35 of 2001, or the Companies Act, 1956 (Central Act 1 of 1956), or the Indian Trusts Act, 1882 (Central Act No.2 of 1882) or any other law for the time being in force providing for such registration. Further, the registration should have been in force for at least 3 years at the time of applying to be eligible as a partner in Co-management. Newly started NGO/CBO may be selected in exceptional cases when showing exceptional work ethic & interest to work for the welfare & protection of Transgender Persons.
- (ii) It shall have proven capability of work in the area of social work preferably for welfare of transgender persons for a period of 3years.
- (iii) It shall not run for profit to any individual or a body of individuals and shall be registered with the income Tax Department under 12A.
- (iv) It shall have a properly constituted managing body with its powers, duties, and responsibilities clearly defined and laid down in written documents as per the organization type.
- (v) It shall submit reports periodically and punctually as prescribed by the State Government.
- (vi) The Governing Board members of NGO/CBO should not have any previous conviction record or had been charge-sheeted.
- (vii) Should not have been involved or convicted under any law, or any immoral act or in an act of any abuse or committed any other human rights violations or unethical practices, etc.
- (viii) Any member of the Governing board member of NGO/CBO should

not have been a member of board/management of any institution/organization, which has been blacklisted/adversely reported upon, beside shall not have any history of financial fraud/mismanagement, ect.

- (ix) Any member of the Governing board member of NGO/CBO should be a person with an unblemished record in rendering services for the disadvantage communities preferably transgender persons.
- (x) Should preferably have a network with other NGO/CBO in districts/Government officials concerned on issues related to welfare of transgender persons.
- (xi) If it is brought to the knowledge of the Department that the credentials and experience of NGO/CBO do not confirm to the norms prescribed in the Transgender Persons (Protection of Rights) Act, 2019 & the Rules, 2020, and the Guidelines for running the Home for Transgender Persons or any other laws or government orders in force, after due inquiry and on the establishment of such fact, declare the selection of such NGO/CBO as null and void and recommend the name of the next NGO/CBO from the list. list prepared.
- (xii) NGO/CBOs will be disqualified, if there is any attempt to bring any extraneous pressure or political influence or unfair practices on the authorities/inspection teams.
- (xiii)The organization shall maintain a record of all assets acquired wholly or substantially out of government budget and donations if any. Such assets shall not be disposed of, encumbered or utilized for purposes other than those for which the grants were given without prior Approval of the Department.
- (xiv)They shall also provide such information as required/called for by the authorities concerned.

## **Maintenance & Submission of Reports**

The NGO/CBO shall submit annual report on the administration of the Home along with the Audit Report of the preceding financial year and any reports asked by the government through the Assistant Director WD&SC, Hyderabad or the officer designated by the Director, WD & SC in turn will submit the same to the Director WD&SC Department.

### **Terms and Conditions**

1. In order to ensure effective rehabilitation of residents of the Home and achieve the core objective of the project, certain conditions are deemed to be imperative.
2. The Home Coordinator and team is supposed to work very effectively by the way of running the home and converging the existing programs for quick rehabilitation of residents.
3. Residents may be allowed to stay for a till they are equipped with the necessary skills and become self-reliant to lead a dignified and decent life.
4. Home should not be used as a transit house and the home cannot be used for any other commercial activities.
5. The residents must strictly maintain the decorum of the home and observe the rules lay down, failing which they shall be liable for action beside being removed from the Home.
6. The Home cannot be used for any Commercial activities like- sublet for functions, etc.
7. The Home needs to be in working condition within one month from the date issue of the sanction order.
8. The Home should be trans-friendly and ambiance must be motivational to residents
9. If the Department is not satisfied with the progress of the Home or it finds that these rules/ guidelines are being seriously violated by the NGO/CBO, it reserves the right to terminate the co-management partnership and recover the amount of already sanctioned with penal interest.
10. The NGO/CBO will maintain separate accounts in respect of the budget obtained from the Department.
11. The NGO/CBO shall provide a package of facilities to the residents which shall be specified in the proposal and which shall not be varied to the disadvantage of the residents without the prior approval of the Department.
12. First Aid Box including dressing materials, antiseptic and antifungal solutions, cotton, medicines for fever, cough, cold, diarrhea, headache, some medical devices like the thermometer, BP apparatus, weighing scale, etc., and stock of medicines need to be maintained.

13. In case the resident is known to have contracted HIV/AIDS or is HIV+ or any other serious medical conditions, she should be immediately referred to the VCTC/ ICTC centers of the nearest government run hospital for counseling and advice.
14. Three meals (breakfast, lunch and dinner) and two tea/coffee should be provided to all residents at the Home.
15. The residents should be involved in various productive activities (e.g. learning new skills). They should be involved in the activities of the Home like cooking, gardening, maintaining records, maintaining inventory, laundry-in/out, etc. To build self-confidence and self-sufficiency.
16. CCTV Cameras should be installed in all common areas of the Home to monitor the movement of in and around the premises of the Home.
17. Recreational facilities such as indoor games, radio/transistors, television, etc. should be available in the dormitory. Activities should be designed for the interaction between the residents. (Volunteers from schools and colleges from a locality can be asked to organize such activities).
18. The Residents should be taken out for cultural shows, outings, movies, picnics and exhibitions etc. at least once a month. The Home should also celebrate different religious festivals, Republic Day, Independence Day and the birthdays of the children with active involvement of residents.
19. The NGO/CBO shall maintain separate joint/current account in the name of the President / Secretary of the organization, in respect of the budget received under this programme.
20. The NGO/CBO should be registered as a trust/society/company as per the respective Acts & rules.
21. Selected NGO/CBO may be given one-month of preparatory time for arranging all the infrastructure, manpower, services, selection of residents, safety security, medical, convergence services, communication, internet, etc. The second month onwards, full-pledged Home has to start functioning with facilities as specified in the guidelines.

### **Home Management Committee:**

In respect of State Shelter Home for transwomen, the following committee shall be decided the admission period of stay or Extension of the period for residents in the State shelter Home for transwomen.

Advisory Committee members:

1. Chairperson: Assistant Director
2. Convener: Respective District DWO
3. Member1: Shelter Home Coordinator
4. Member2: Nominated Welfare Board Member from Transgender Welfare Board
5. Member3: Representative from the NGO/CBO partner

### **Review & Monitoring**

The Assistant Director WD&SC, Hyderabad or the officer designated by the Director, WD & SC either in Person or through designated officers shall make regular visits to the Home at least once in a month and shall record their remarks in the visit register about the physical presence of residents against on-roll attendance, and also record the details of inspection/ evaluation on status of the Home for Transwomen in the prescribed format and maintain the same in their office. A copy of the inspection Report shall be submitted to the Director WD&SC at State Level.

### **Process & Sanction of the Budget**

1. The proposal for establishment of Home for transwomen at Hyderabad with an estimated cost of about 80% share by the Department is Rs. 28,40,640/-, is approved by the Government in the State Action Plan for Welfare of Transgender Persons, 2022-2023. It is also proposed to entrust the maintenance of the Home to the reputed NGO/CBO who is working for the cause of transgender community and who is also capable to meet the expenditure 20% share of Rs. 7,10,160/-. Therefore, financial position of the NGO/CBO should be sound to take care of expenditure for a few months in case the sanction of the budget is delayed.
2. The budget to the selected NGO/CBO shall be released in two equal instalments, released half-yearly. Up to 50% of the admissible budget can be released upon production of the half yearly audited accounts by the implementing NGO/CBO partner. Balance amount of grant-in-aid

- shall be released after submission of the audited accounts for the complete Financial Year by the implementing organisation.
3. A The NGO/CBO shall open a joint Bank account in favour of NGO/CBO and Assistant Director, WD&SC dept., Hyderabad/District Welfare Officer, concerned district for maintenance of home and receiving the grant from the Government.
  4. The renewal of the budget will be subject to periodic inspection reports, timely submission of UCs, audited statements, accounts & monitoring & evaluation checks of the status of functioning of the Home in accordance with the Guidelines.
  5. The Assistant Director, WD&SC, Hyderabad district / District Welfare Officer, concerned district will release grants with the approval of the Director, WD&SC, Hyderabad. The Assistant Director, WD&SC, Hyderabad district/ District Welfare Officer, concerned district shall release the grants for implementation of the project upon reviewing all the necessary inspection reports, financials & evaluating the successful functioning of the project.
  6. The organization must utilize the grant released solely for running the Home for Transwomen in an ethical, diligent, and cost-effective manner. The selected organization must not subcontract any portion of services to any service providers/ third parties. The funds shall solely be spent for the purpose it has been sanctioned and any deviation in this regard shall be viewed seriously.
  7. The organisation seeking the budget for establishing home for transwomen should also certify that it has not obtain or applied for grant for the same purpose or activity from any other ministry or Department of Government of India or State Government.

### **Amendment to the Guidelines**

The Commissioner & Director, Welfare of Disabled and Senior Citizens shall send a proposal to Government to make any amendment to these guidelines. The Commissioner & Director, Welfare of Disabled and Senior Citizen Department have all the rights to discontinue the grants to the NGO/CBO at any time whenever the service of the NGO/CBO is found not satisfactory.

**DIRECTOR**

## Annexure-I

### APPLICATION FORM FOR SANCTION OF GRANT-IN-AID FOR MAINTENANCE OF STATE HOME FOR TRANSGENDER PERSONS UNDER STATE ACTION PLAN FOR WELFARE OF TRANSGENDER PERSONS IN TELANGANA FOR THE YEAR 204-25

Sl.No	Description	Details
1	Name of the State where the Project is proposed to be run.	Telangana State, Hyderabad
2	Name of the NGO/CBO/Institution with full address & contact details	
3	Year of Establishment	
4	Registration details (Act under which registered with number and date)	
5	Whether at any time the organization is blacklisted or charge sheeted by any authorities, if yes details thereof	
6	Any Experience in Running the State Homes if any. If yes details of number of camps conducted and beneficiaries covered supported by documentary evidence	
7	Any other activities taken up for Welfare of transgender persons supported by documentary evidence	
8	Details of Awards/honors received if any(Attach citations)	
9	Whether already receiving any funds from Government or any other Agency. If yes provide details	

**Note:** 1. Please enclose Memorandum including Rules & Regulations/byelaws, Annual Report and Audit report for last three financial years.

2. The details are also available at [www.wdsc.telangana.gov.in](http://www.wdsc.telangana.gov.in)

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Signature of the President/Secretary with Stamp**

**CONDITIONS: -**

- ✓ The Selected NGO/CBO shall possess van fully equipped with medical equipment needed for diagnosis and treatment.
- ✓ Any additional expenditure shall be borne by the concerned NGO/CBO.

**Signature of the President/Secretary with Stamp**