

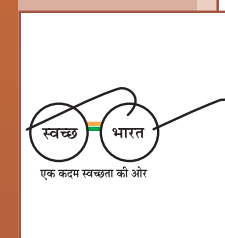
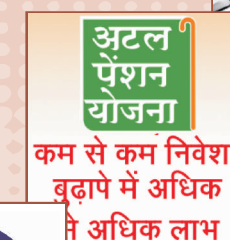


Inspection Formats for Schemes & Programmes in States/UTs



**National Human Rights Commission**  
Manav Adhikar Bhawan, C-Block, GPO Complex,  
INA, New Delhi-110023, India

**Monitoring of Economic, Social and  
Cultural Rights by NHRC :  
Inspection Formats for Schemes  
& Programmes in States/UTs**



**NATIONAL HUMAN RIGHTS COMMISSION  
INDIA**

# **Monitoring of Economic, Social and Cultural Rights by NHRC: Inspection Formats for Schemes & Programmes in States/UTs**



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# **Monitoring of Economic, Social and Cultural Rights by NHRC Inspection Formats for Schemes & Programmes in States/UTs**

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## **FOREWORD**

The National Human Rights Commission was constituted under the provisions of the Protection of Human Rights Act, 1993. The mandate of the Commission is better protection of human rights. According to Section 2(1)(d) of the Protection of Human Rights Act, “human rights means the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India”. Obviously human rights include all the rights necessary for an individual to lead a life with dignity.

In India, protection of human rights is a constitutional value and a constitutional goal. In view of the Articles contained in Parts III and IV of the Constitution of India, protection of human rights is an obligation of the State. Protection of human rights is also a duty of the citizen in view of the citizen’s fundamental duty under Article 51A(a), to abide by the Constitution and respect its ideals and institutions. The role of the National Human Rights Commission is to motivate and persuade the State to discharge its obligation and the citizen to discharge his duty.

Section 12 of the Protection of Human Rights Act mentions the functions of the National Human Rights Commission. They include:

- (1) inquire, suo motu or on a petition presented to it by a victim or any person on his behalf or on a direction or order of any court, into complaint of (i) violation of human rights or abetment thereof; or (ii) negligence in the prevention of such violation, by a public servant;
- (2) visit, notwithstanding anything contained in any other law for the time being in force, any jail or other institution under the control of the State Government, where persons are detained or lodged for purposes of treatment, reformation or protection, for the study of the living conditions of the inmates thereof and make recommendations thereon to the Government;
- (3) spread human rights literacy among various sections of society and promote awareness of the safeguards available for the protection of these rights through publications, the media, seminars and other available means.

To carry out the functions of the Commission, the Members and the Officers of the Commission and the Special Rapporteurs engaged by the Commission visit jails and other institutions for the study of living conditions of inmates thereof and make recommendations to the Government. The Commission also inquire into complaints of violation of human rights or abetment thereof or negligence in the prevention of such violations by a public servant. Since right to good governance is a human right of a citizen, the Commission is also required to monitor the implementation of various programmes and schemes of the Government for the welfare of the people in general and the poor and the marginalized sections of the society in particular. To enable the Commission's Officers and Special Rapporteurs to conduct effective monitoring and make effective evaluation based on definite data and common norms, it was found necessary to provide them up-to-date knowledge about the contents and details of the programmes/ schemes being implemented by the Central as well as State Governments and also to make available to them specific questionnaires / inspection formats for eliciting necessary information and collecting required data on the schemes not only from the implementing authorities but also from the field workers. Accordingly, the questionnaires / inspection formats relating to important schemes/ programmes of the Governments have been prepared and are being published in two volumes. This work has been carried out by Dr. Balbir Kaur Teja, Consultant, NHRC in consultation with Shri S.C. Sinha, Member, NHRC, Shri Sayanarayan Mohanty, Secretary General, NHRC and Shri J.S.Kochher, Joint Secretary, NHRC. Dr. Savita Bhakhry, Joint Director, Shri U.N. Sarkar, A.I.O and Shri Guljeet Singh, Research Assistant also have assisted in this effort.

I am sure that this publication will be very useful to the Members, Officers and Special Rapporteurs of the Commission.



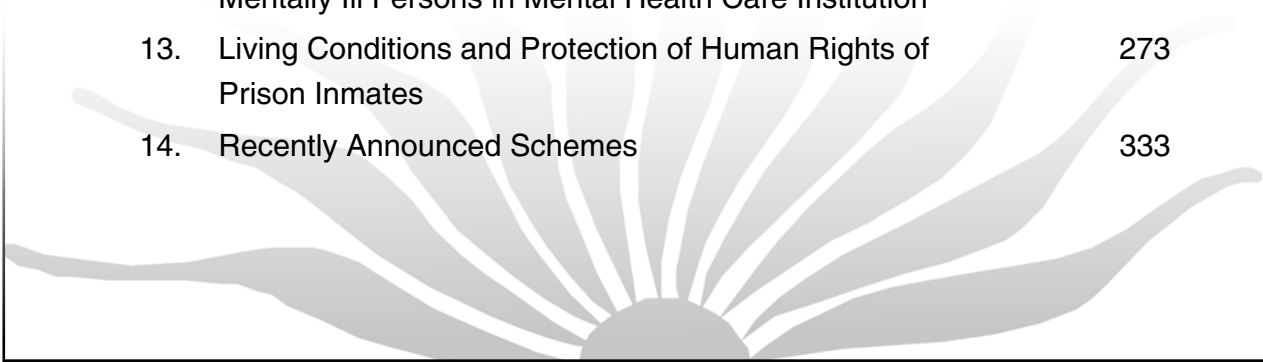
**Justice Cyriac Joseph**

New Delhi

10th December, 2015

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# MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (MGNREGA)

## 1. State and Central Government's Role

- Is State Government doing the following:
  - Publicizing the provisions of MGNREGA through Information, Education and Communication (IEC):  
.....
  - Disseminating information in remote areas, SC/ST hamlets through TV, radios, films, print Media (please give details):  
.....
  - Undertaking other activities at grass-root level to generate awareness about various provisions of the scheme:  
.....
- The extent of awareness created by IEC among:
  - Workers: .....
  - Rural households: .....
  - Marginalized communities: .....
- Is adequate training imparted to key agencies including Gram Panchayats, persons of different departments involved in implementing MGNREGA at district and state level ?:  
.....





- If yes, are key functionaries provided basic training on core issues pertinent to the Act and guidelines? :

.....

- Does training contents include the following: Yes/No
  - ◆ Effective planning .....
  - ◆ Work measurement .....
  - ◆ Public disclosure .....
  - ◆ Social audit: .....

- Does Central Government bear: Yes/No
  - ◆ 100 % wage cost of unskilled and manual labourers .....
  - ◆ 75% material cost and wages of skilled and semi-skilled workers .....

## 2. Role Played by Panchayats in Selection and Implementation of Projects

- Are Gram Sabha convened as and when MGNREGA commences in a District? :

.....

- Is shelf of projects for the village recommended by Gram Sabha and approved by Zilla Panchayats (Please explain)? :

.....

- Are permissible works under the scheme predominantly include water and soil conservation, afforestation and land development works? :

.....

- If not, what types of projects are undertaken:

.....

- Is execution of 50% of the works allotted to Gram Panchayats? :

.....



- Is 60 : 40 wage and material ratio maintained while implementing projects? :

- If not, what ratio is maintained and reasons for not maintaining 40 : 60 ratio:

- Is machinery used and contractors engaged in implementation of MGNREGA projects? :

- If yes, please give reason for doing so:

- Are Gram Panchayats doing social audit? :

- Are all accounts and records relating to scheme available for public scrutiny? :

- What steps have been taken to implement special provisions for women with disabilities, widows, single and deserted women in each household (Please explain):

### 3. Registration for MGNREGA

- What mechanism is adopted for mobilizing applications for registration? :

- Is door to door survey undertaken to identify persons willing to register under the Act? :



- Is registration open throughout the year at Gram Panchayat's office? :

.....

- Status of adults applying for registration for work under MGNREGA:

- How many households willing to do unskilled manual work have applied for registration at the Gram Panchayats in last two years? :

.....

- Number of persons applied:

- In writing: .....

- Orally: .....

- Number of local applicants:

.....

- Number of Migrants:

.....

- Does one third of the beneficiaries registered for work under the Act comprise women? :

.....

- If not, what was the share of female applicants in total number of applicants in last two years:

.....

- Please give reasons for lower percentage of female applicants:

.....

- Is verification relating to local residence, household as an entity, adult status of members of household completed within stipulated time of 15 days after the receipt of application? :

.....

.....



➤ If not, please give reasons for not doing so:

.....

• How many persons are found to be furnishing wrong information? :

.....

• Are Gram Panchayats entering all particulars in Registration register? :

.....

• Was enrolment of beneficiaries low? :

.....

➤ If so, please give reasons for the low enrolment:

.....

#### 4. Job Cards

• Status of job cards issued to registered households by Gram Panchayats:

.....

• How many households have been issued job cards? :

.....

• Are job cards issued within the stipulated time of 15 days after receipt of application for registration? :

.....

➤ If not, please give reasons for not doing so:

.....

• Is photograph of the applicant attached to the job card? :

.....

➤ If immediate provision of the photograph is not possible, does photograph attached to the card within a month? :

.....



- Is cost of the card and photograph covered under the cost of the programme? :  
.....
- Does job card remain in the custody of the Household? :  
.....
  - If not, please explain :  
.....
- Are job cards valid for five years? :  
.....
- Is there some provision for additions and deletion of members eligible for work? :  
.....
- Does job card contain permanent information relating to household as well as employment details for five years? :  
.....
- Number of complains relating to non- issuance of job cards made to the programme officer in last two years:  
.....
- Number of complaint made against programme officer to designated grievance- redressal authority in the last two years:  
.....
- Are all complaints disposed of within 15 days? :  
.....
  - If not, please give reasons for not doing so:  
.....



## 5. Application for Work

- Are workers submitting their applications for work to Gram Panchayas? :  
.....  
➤ If submitting directly to Programme officer, please give reasons for doing so:  
.....
- Are application forms provided free of cost? :  
.....
- Does applications for work submitted in writing include the following? :
  - Registration number of the job card:  
.....
  - Date from which employment is required:  
.....
  - Duration for which employment is required:  
.....
  - Is employment required at a time or in different periods in a year:  
.....
- Total number of applications received for work in the last two years:  
.....
- Are applicants issued a dated receipt for work immediately upon submission of application for employment? :  
.....
- Number of dated receipts issued to applicants on receipt of their applications for work in last two years:  
.....



- Are all applications for employment entered in the employment register? :

.....

- If not, please give reasons for not doing so:

.....

- Are Gram Panchayats sending information on new applications to the programme officer once a week? :

.....

## 6. Status of Employment Provided

- Are Gram Panchayats providing employment to applicants within 15 days of receipt of application or from the date employment is sought in case of advance applications? :

.....

- Does Programme officer provide Employment to the applicant in case of Gram Panchaya's inability to do so? :

.....

- Does Gram Panchayat intimate allotment of work to the applicant to Programme officer and vice versa? :

.....

- Does Programme officer make alternate arrangements in case the implementing agency upon receiving application for work does not start work on time and does not employ the applicant? :

.....

- Does District Programme Coordinator make appropriate arrangement for employment in case programme officer fails to provide employment as per applicants entitlement? :

.....



- Is every household willing to do unskilled manual work provided 100 days guaranteed wage employment in a financial year? :

.....

- The status of application received and work provided in last two years under MGNREGA:

Category of job seekers	Number of applications received	Number of persons provided work	Share of applicants provided work in total applicants (% terms)
◆ Male workers	.....	.....	.....
◆ Female workers	.....	.....	.....
◆ SC/ST workers	.....	.....	.....
◆ Different age groups	.....	.....	.....
◆ Total	.....	.....	.....

- Number of workers who could not be provided work in the last two year:

.....

- Please give reasons for not providing work:

.....

- Is work provided within 5 Km radius of the village:

.....

- In case work is provided beyond 5 Km radius, are workers provided extra wage of 10% to meet additional transportation and living expenses? :

.....

- Number of persons provided job within 5 km radius in last two years:

.....





- Number of persons provided work beyond the radius of 5 kms in last two years:  
.....
- Number of persons paid 10% extra wages for working beyond the radius of 5 kms. in last two years:  
.....
- Number of persons working beyond radius of 5 kms in last two years but not paid 10% extra wages:  
.....
- Please give reasons for not providing 10% extra wages to persons engaged beyond radius of 5 Kms.:  
.....

## 7. Unemployment Allowance

- Is unemployment allowance paid to applicants as per the provisions of the Act, if work is not provided within 15 days of applications for work? :  
.....
- Is unemployment allowance paid on weekly basis? :  
.....
- Number of persons to whom employment could not be provided within 15 days in the last two years:  
.....
- Number of persons to whom unemployment allowance was provided within 15 days:  
.....
- Is compensation paid in the event of non-payment of unemployment allowance within 15 days? :  
.....



- Number of persons to whom compensation was paid for non-payment of unemployment allowance within a period of 15 days in last two years:  
.....

## 8. Worksite Facilities

- Status of certain facilities provided at work places:
- Provision of following facilities at worksite Yes/No
  - ◆ Medical aid .....
  - ◆ Drinking water .....
  - ◆ Shade and Crèche in case of more than 5 children below the age of 6 years at worksite .....
- If not, please give reasons for non-provision of such facilities:  
.....
- Does a person preferably a female engaged to look after the children in the crèche? :  
.....

## 9. Wage Payment

- Are wages paid according to the Minimum Wages Act 1948 for agricultural labourers in the State? :  
.....
- Are wage rates displayed prominently at the worksites? :  
.....
- Are wages paid according to piece rate or daily rate? :  
.....
- Are they paid daily wages at wage rate not less than Rs. 60 notified by the Centre? :  
.....



- Are equal wages paid to both male and female workers? :  
.....
- Does persons engaged to look after the children in the crèche paid wages equal to the prevailing wage rate paid to unskilled workers? :  
.....
- Are workers paid a portion of wages on daily basis during the period of employment? :  
.....
- Is disbursement of wages done on weekly basis on a pre-defined day in Gram Panchayat? :  
.....
  - If not on weekly basis, is disbursement of wages done within a period of 15 days? :  
.....
- The total number of workers employed in last two years under MGNREGA in the State:  
.....
- The status of their wage payment in last two years:  
.....
- |                    |         |
|--------------------|---------|
| Persons paid wages | Numbers |
| Within a week      | .....   |
| Within 15 days     | .....   |
| Beyond 15 days     | .....   |
- Please give reasons for delayed wage payment beyond 15 days:  
.....
- Is State Government bearing the cost of compensation paid to workers for delayed payment of wages? :  
.....



- Number of persons to whom compensation was paid for delayed wage payment in last two years:  
.....
- Are wages paid through banks and post offices? :  
.....
- Are banks/post office accounts opened on behalf of all concerned laborers by appropriate authorities e.g. Banks and Gram Panchayats?:  
.....
- Are bank/post office accounts opened without charging any amount from labourers? :  
.....
- Are separate individual account for women members of household opened in case of male headed households? :  
.....
- Is payment of wages made through a pay order generated in favor of a group of workers in the Muster Roll addressed to Branch Manager for crediting the amount shown against workers in the account of workers with a request to make payment to workers on demand? :  
.....
  - If not, please give reasons for the same:  
.....
- Is a wage slip generated when amount is paid for intimation to workers? :  
.....
- Is amount disbursed to workers on production of wage slip and withdrawal slip? :  
.....



## 10. Impact of Implementation of MGNREGA

- Type of activities undertaken in MGNREGA (Please give details):  
.....
- Contributions made by MGNREGA in:  
.....
  - Generation of livelihood security:  
.....
  - Reducing gender discrimination:  
.....
- Problems if any, faced in providing equal opportunities to rural women under MGNREGA:  
.....
- Impact of MGNREGA on:
  - Optimal utilization of existing resources in rural areas:  
.....
  - Creation of productive assets in rural areas:  
.....
  - Reduction of environment vulnerability due to implementation of works under the Act:  
.....
  - Revival of Panchayat Raj institutions including Gram Sabhas:  
.....
  - Reduction in distress migration:  
.....
  - Making administrative personnel acquainted with Electronic Fund Management System (e-FMS)? :  
.....
- Please give specific suggestions for effective implementation of the MGNREGA:  
.....

# IMPLEMENTATION OF INDIRA AWAS YOJANA (IAY)

## 1. Housing status in the State:

- Total number of families in the state:  
.....
- Number of families living in:
  - Rural areas: .....
  - Urban areas: .....
- Number of families not having adequate housing facilities in:
  - Rural areas: .....
  - Urban areas: .....
- Percentage of families not having adequate housing facilities in:
  - Rural areas: .....
  - Urban areas: .....
- Please explain reasons for not having adequate housing facilities:  
.....

## 2. Status of implementation of Indira Awas Yojana (IAY):

- Is State Government implementing Indira Awas Yojana (IAY) to provide affordable houses to Below Poverty Line (BPL) households by:
  - i) Providing financial and technical assistance to BPL households (please explain):  
.....



- ii) Allotting house sites to eligible landless poor and vulnerable households:

.....

- Is State Government providing house sites by:
  - a) Allotting public land: .....
  - b) Purchase of land: .....
  - c) Acquisition of land: .....
- Does land allotted to eligible BPL households have the following:

Yes/No

Proper connectivity: .....

Power connectivity: .....

Adequate supply of drinking water: .....

Environmental sanitation: .....

Social infrastructure like anganwadis, .....

community hall, work sheds: .....

Access to public institutions: .....

- Is there any provision of reimbursing money spent on purchase of house sites by BPL households (please explain):

.....

- iii) Constructing new pucca houses with each house having minimum built up area of 20 sq. meters excluding the toilet:

.....

- Are new pucca houses have the following facilities: Yes/No

Toilet: .....

Soak pit and compost pit: .....

Smokeless chulha: .....

Bathroom: .....



- iv) Upgrading dilapidated and kutcha house to a standard similar to a new house:
- Are dilapidated and kutcha houses upgraded with following improvements:
    - Upgradation of walls and roofs:  
.....
    - Repairs:  
.....
    - Replacement of parts and the like:  
.....

**3. Category of families covered under IAY:**

- Are following categories of beneficiaries covered under IAY:
  - Homeless poor families:  
.....
  - Families living in dilapidated houses:  
.....
  - Families living in kutcha houses:  
.....

**4. Categories of families given priority**

- Are following categories of eligible beneficiaries given priority :
  - Manual scavengers :  
.....
  - Rehabilitated bonded labourers:  
.....
  - Women in difficult circumstances including widows, divorced or deserted, victims of atrocities:  
.....





- Mentally challenged persons (with 40% disabilities):  
.....
- Physically challenged persons (with 40% disabilities):  
.....
- Transgender persons:  
.....
- Widows and next- of-kin of member of defense/paramilitary/  
police forces killed in action (even if not BPL) and other  
homeless BPL families:  
.....

## 5. Earmarking of funds

- Are funds earmarked for following categories of BPL Households:
  - SCs and STs Beneficiaries: .....
  - Minorities: .....
  - Person with disabilities: .....

## 6. Reservation of funds

- Is 5 per cent of total fund allocation kept as reserve fund at Central level for:
  - Rehabilitation of BPL families affected by natural calamities, violence, law and order problems:  
.....
  - Settlement of freed bonded labourers and liberated manual scavengers:  
.....
- Settlement of particularly vulnerable tribal groups:  
.....



## 7. Implementing agencies

- Is State Government implementing IAY through the following agencies:
  - Zila Parishad or its equivalent:
 

.....
  - Village Panchayats at local levels for selection of the habitants and beneficiaries, supervision and monitoring:
 

.....

## 8. Awareness among BPL beneficiaries

- Are eligible BPL beneficiaries informed about following details:
  - Their rights and responsibilities:
 

.....
  - Housing designs:
 

.....
  - Constructions technologies:
 

.....
  - Costs for labour and materials :
 

.....

## 9. Status of issuing the following:

- a) Sanction order in prescribed format in favor of each beneficiary giving following details in local language:
  - Terms and conditions:
 

.....
  - Payment schedule:
 

.....



b) Entitlement card to each entitled beneficiaries indicating:

- Available supports services available:

.....

- Outer time limit for different services:

.....

- Mechanism for rederssal of grievances:

.....

**9. Funds transfer**

- Are funds transferred to beneficiaries in:

- Cash: .....

- Bank/post office : .....

- Can payment in cash be made under special circumstances in the presence of all members of the Gram Sabha after taking receipt of the payment from the beneficiary:

.....

.....

**10. Allotment of house**

- Is allotment of house made in the name of :

- Husband and wife (jointly):

.....

- Female head in case of widows, unmarried, separated:

.....

- Persons with disabilities selected under the quota:

.....

- Is there a provisions for non-alienation for at least 15 years?

.....



## 11. Construction of houses

- Is construction of houses carried out by beneficiaries themselves:  
.....
- Are houses under IAY constructed by Contractors?:  
.....
  - If yes, are releases made under IAY recovered if contractors are involved?:  
.....
- Is construction entrusted to reputed agencies in case of old beneficiaries above 60 years of age and person with disabilities on their request on their writing?:  
.....
- Are Government department/agencies give technical assistance or for coordinating supply of construction material, if beneficiaries so desire? :  
.....
- Are services of reputed NGOs/ charitable organization etc. be utilized to provide necessary support service? :  
.....

## 12. Status of the following:

- Is it mandatory to have a particular design of construction? :  
.....
- Is technical and managerial guidance provided for construction of IAY Houses? :  
.....



### 13. Release of Funds

- Are funds released to beneficiaries in installments? :  
.....
  - if so, is release of each installment of funds linked to level of construction:  
.....
- Are different installment of funds released in following manner:
  - First installment of 25% of unit cost on Awas Divas:  
.....
  - Second installment not exceeding 60% of unit cost on reaching lintel level:  
.....
  - Third and final installment of 15% of the unit after completion of construction of the house including sanitary latrine and beneficiaries started living in the house:  
.....
- Is release of each installment preceded by site visit by designated officers and verification of work details which would be uploaded to the programme website along with the photograph (please explain):  
.....  
.....
- Is floor finishing, fixing of the shutters to doors and windows, plastering other than what is essential to withstand natural forces and painting insisted for releasing funds (please explain):  
.....  
.....

### 14. Arrangement of loans

- Is State Government arranging loans from banks including



cooperative banks for IAY beneficiaries to supplement the grant assistance? :

- Is loan provided at the subsidized rate of interest?:

- Is loan amount paid promptly?:

- Does maximum amount of loan exceed Rs. 50000?:

**15. Are following stages of the construction maintained:**

- **Stage 1-** construction up to lenti level within 9 months from date of release of first installment:

- **Stage 2-** completion of construction within 9 months from the release of the second Installment:

- Problems faced by BPL beneficiaries in completing their house within prescribed time period of two years from date of sanction of first installment due to difficulties in mobilizing additional required funds (please explain):

- Is State Government facilitating the beneficiaries in completing their houses within maximum three years?:



## 16. Formalities to be completed

- Are beneficiaries fixing board displaying the following after completing construction of their houses:
  - IAY Logo:  
.....
  - Name of the beneficiary:  
.....
  - Year of construction:  
.....

## 17. Panchayat's role in implementing IAY

- | • Are Panchayats performing the following functions:   | Yes/No |
|--|--------|
| ➤ Coordination of base line survey using socio economic caste census data:   | .....  |
| ➤ Conducting IEC campaign through various field level functionaries to build awareness of the scheme among people: | .....  |
| ➤ Finalizing five years priority list:   | .....  |
| ➤ Annual select list of the beneficiaries:   | .....  |
| ➤ Identifying families who cannot construct houses on their own:   | .....  |
| ➤ Identifying NGOs/Civil organizations of repute to construct houses for such beneficiaries:                       | .....  |
| ➤ Arranging meeting of the beneficiaries at village level Panchayat to sensitize beneficiaries on:                 |        |
| ♦ Different aspects of the constructions of the houses:  | .....  |



- ♦ Access to support services from different sources: .....
- Promoting affordable and green technologies: .....
- Assisting social audit teams to conduct social audit: .....

## 18. Impact of Indira Awas Yojana

- | • Please give following details     | Numbers |
|-------------------------------------|---------|
| ➤ Beneficiaries covered under IAY : | .....   |
| ➤ SCs/ STs:                         | .....   |
| ➤ Persons with disabilities:        | .....   |
| ➤ Women in difficult circumstances: | .....   |
| ➤ Houses completed:                 | .....   |
| ➤ Houses inspected:                 | .....   |



## IMPLEMENTATION OF DIFFERENT SCHEMES AND PROGRAMMES FOR PROTECTION, WELFARE AND DEVELOPMENT OF CHILDREN

### 1. Standard of Living of Children:

#### ❖ Status of Children Entitlement and Actual Access to Basic Amenities:

- What are children's entitlements to basic amenities? :  
.....
- What basic amenities are actually available to children? :  
.....
- The gap between children entitlement and their access to basic amenities? :  
.....
- Do they have proper access to nutritional food to eat and health support (Please explain):  
.....
- Are children the marginalized and vulnerable section of the society?:  
.....
- Are children malnourished and live precariously?:  
.....
- Are they deprived of education facilities and lack in confidence and self-esteem (Please explain):  
.....



- Are they trapped in a labour pool in informal sector?:  
.....
- Are children languishing in streets?:  
.....
- Are they tortured and subjected to abuse and exploitation?:  
.....
- Are they forced to work as:
  - Casual labour:  
.....
  - Migrant labour:  
.....
  - Bonded labour:  
.....
  - Doing menial jobs:  
.....

## 2. Status of following Schemes run by Government for proper development of Children:

### I. Integrated Child Development Services (ICDS):

- Are all eligible beneficiaries registered under ICDS?:  
.....
- Average number of days in a month when following services are provided to children at the Anganwadi Centres:
  - Supplementary nutrition:  
.....
  - Immunization:  
.....



- Health check-ups:

.....

- Referral services:

.....

- Pre-school non-formal education:

.....

- Nutrition and health education:

.....

#### ❖ Infrastructure of Anganwadi Centres:

- Are AWC housed in:

- Community centres:

.....

- Rented buildings:

.....

- Building status of AWC:

Type of buildings from where AWC are running	Number of AWC	Share in total (% terms)
• Pucca buildings	.....	.....
• Semi Pucca buildings	.....	.....
• Kutchha buildings	.....	.....
• Open space	.....	.....
• Well lighted and ventilated	.....	.....
• Spacious	.....	.....
• Rooms with fans	.....	.....



- Number of rooms in a AWC for:
  - Housing children: .....
  - Cooking food: .....
  - Storage of provision: .....
- Are all AWCs having the facility of:
  - Toilets: .....
  - Urinals: .....
- If yes, is the condition of toilets and urinals satisfactory or unsatisfactory:
 

.....
- Are toilets and urinals having supply of running water:
 

.....
- If not, percentage of AWCs not having supply of running water in:
  - Toilets: .....
  - Urinals: .....

❖ **Location of AWC:**

- Distance of Anganwadis from beneficiary households:
- Number of Anganwadis located at :
  - 100-200 metres : .....
  - 150-200 metres : .....
  - More than 200 metres : .....

❖ **Status of potable water:**

- Sources of water supply to AWCs:
  - Piped water: .....
  - Hand pumps: .....
- Percentage of AWC having:
  - Piped water: .....



➤ Hand pumps: .....

- Is water of hand pumps tested at regular intervals?:  
.....

❖ **Status of following Services provided at Anganwadi Centres:**

**a) Nutrition including Supplementary Nutrition:**

- Are all families in the community surveyed to identify:
  - Children below the age of 6 years:  
.....
  - Pregnant and nursing mothers:  
.....
- Is supplementary feeding support provided for 300 days in a year to bridge the calorie gap between national recommended and average intake of children and women in low income and disadvantaged communities? :  
.....
- Are Anganwadi workers making efforts to ensure early initiation (within one hour of birth) and exclusive breast feeding for children for first 6 months of birth? :  
.....
- Are Anganwadi Workers (AWW) and Anganwadi Helpers (AWH) providing:

	Yes/No
• Take Home Ration (THR) in palatable form for children in the age group of 6 months to 3 years	.....
• Two meals of cooked and hot food served in Anganwadi Centres to children in age group of 3-6 years	.....
• Morning snack in form of milk/banana/egg/seasonal fruits/ micronutrient fortified food	.....



- Cooked food around noon .....
- Supplementary nutrition to all children below 6 years for 300 days in a year .....
- Does expenditure incurred on each child conform to following prescribed norms: Yes/No
  - Rs. 4 on each child of 6-72 months: .....
  - Rs. 6 spent on malnourished child of 6-72 months: .....
  - Rs. 5 on each pregnant woman and nursing mother: .....
- Are calories and proteins supplied to children conform to following prescribed norms Yes/No
  - 500 calories and 12-15 grams of protein for each child of 6-72 months: .....
  - 800 calories and 20-25 grams of protein for each severely malnourished child of 6-72 months: .....
  - 600 calories and 18-20 grams of protein for each pregnant and nursing mother: .....
- Is Government of India allocating food grains (wheat and rice) under Wheat Based Nutrition Programmes (WBNP) at BPL rates to states to meet their requirements for supplementary nutrition to beneficiaries?:  
.....
- If yes, please give details of total quantity of food grains allocated under WBNP in the last 2 years:  
.....



- Are following steps undertaken for growth monitoring and nutrition surveillance:
  - Weighing children below the age of 3 years once a month and 3-6 years quarterly:  
.....
  - Maintaining weight for age growth cards for all children below 6 years to assess nutritional status and growth faltering if any:  
.....
  - Providing special supplementary feeding to malnourished children:  
.....
  - Referring malnourished children to medical services:  
.....
- Status of cooking food:
- Availability of adequate space for: Yes/No
  - Cooking food .....
  - Storage of dry ration .....
  - Cooking utensils .....
- Mode of cooking food Tick the relevant
  - LPG .....
  - Kerosene Stove .....
  - Fire wood .....
- Availability of the following Yes/No
  - Stainless utensils for:
    - Cooking food: .....
    - Serving food: .....
    - Utensils for storage of food grains and other ingredients: .....



- Running water for cooking and cleaning utensils: .....
- Are hygienic standards maintained while cooking Food? :  
.....
- Are cooks asked to wear aprons and caps while cooking food? :  
.....
- Are children asked to wash their hands with soap before and after eating food? :  
.....

**b) Immunization:**

- What is the status of the following:
  - Immunization of children below 6 years by MOs/ANMs to protect them from six vaccine preventable diseases – poliomyelitis, diphtheria, pertussis, tetanus, tuberculosis, and measles:  
.....
  - Immunization of pregnant women against tetanus to reduce maternal and neonatal mortality:  
.....

**c) Health Check-ups:**

- Are MO/ANM/AWW taking Yes/No
  - Health care of children below the age of 6 years .....
  - Antenatal care of expectant mothers .....
  - Post natal care of nursing mothers .....
- Are Primary Health Centres and AWW providing the following services to children Yes/No
  - Regular health check-ups: .....
  - Recording weight of children below 3 years every month: .....





- Recording quarterly weight of children of 3 to 6 years .....
- Immunization: .....
- Management of malnutrition: .....
- Treatment of Diarrhoea: .....
- De-worming: .....
- Distribution of simple medicines: .....
- Percentage of the AWC having the following: Yes/No
  - Medical kits: .....
  - Baby weighing scales: .....
  - Adult weighing scales: .....
  - Materials/aids for nutrition and health education: .....
- Percentage of children who were not weighed: .....
- Percentage of children born with low weight (below normal weight of 2500 grams): .....

**d) Referral Services:**

- Have anganwadi workers been oriented to detect disabilities in young children? : .....
- Are anganwadi workers enlisting all disabled children in special register and refering them to medical officer of Primary Health Centre/Sub-centre? : .....



- Are AWW/ANMs referring sick and malnourished children in need of prompt medical attention to Primary Health Centre or Sub-centres? :

.....

**e) Non-formal Pre-School Education (PSE):**

- Are Anganwadi Centres set up in all villages for:
  - Providing pre-school education to children in the age group of 3 to 6 years:
 

.....
  - Preparing children for primary schools:
 

.....
  - Total development of underprivileged children in the age group of 3 to 6 years by providing them natural, joyful and stimulating environment:
 

.....

.....

**f) Nutrition and Health Education (NHED):**

- Are AWW/ANM/MO providing nutrition, health and education for capacity building of women in age group of 15-45 to enable them to look after their own health, nutrition and development needs as well as of their children and families? :

.....

.....

**❖ Status of ICDS in respect of the following:**

- Are all eligible beneficiaries registered under ICDS (please explain):

.....

.....



- Impact of ICDS on the following:
  - Proper physical development of children:  
.....
  - Improvement in nutritional standards:  
.....
  - Reduction in malnutrition:  
.....
  - Improvement in health status of children in age group of 0-6 years:  
.....
  - Reduction in incidence of mortality, morbidity:  
.....
  - Effective co-ordination and implementation of policy amongst other departments to promote child development:  
.....
- Does ICDS team comprises the following to achieve convergence of different services:
  - Anganwadi workers, Anganwadi helpers, Supervisors, Child Development Project Officer (CDPO), District Programme Officers (DPOs), Medical Officers, Auxiliary Nurse Midwife (ANM), Accredited Social Health Activist (ASHA):  
.....

❖ **Status of AWW and AWH:**

- Are AWW and AWH selected from local community to act as frontline honorary worker of ICDS programme? :  
.....



- What are the literacy standards of Anganwadi Workers? :  
.....
- Is training provided to Anganwadi workers and Anganwadi helpers? :  
.....
- Are AWWs performing the following functions:
  - Working as an agent of social change:  
.....
  - Mobilizing community support for better care of young children, girls and women:  
.....
- The amount of monthly honorarium paid by Government of India to each:
  - Anganwadi worker (AWW):  
.....
  - Anganwadi helper (AWH):  
.....
- Are state Governments/UTs giving some monetary incentives to AWW and AWH for additional functions assigned to them? :  
.....
- Are AWW and AWH:
  - Granted maternity leave for 135 days:  
.....
  - Covered under Anganwadi Karyakartri Bima Yojana under LIC's Social Security Scheme:  
.....
- Are following scheme of giving recognition to good voluntary work to motivate Anganwadi workers implemented in the state? :



- A cash award of Rs 25000 and a Citation at Central level:

.....

- A cash award of Rs 5000 and Citation at state level:

.....

- Are services rendered by AWWs considered as additional qualifications for recruitment of Primary School Teachers, ANMs and other village based posts? :

.....

- Are 25% of AWW engaged from AWH with 10 years satisfactory service and meeting requisite qualifications of age and education? :

.....

- Has AWWs and Helpers Welfare Fund been set up at State level? :

.....

- Has Grievance redressal machinery been set up at State and district level for AWW and AWH?:

.....

❖ **Impact of ICDS on the following:**

- Number of ICDS projects and Anganwadi Centres operating in the State:

.....

- Number of:

- Births of children in a year:

.....

- Deaths of children in a year:

.....

- Maternal deaths in a year:

.....



- Supplementary nutrition provided to number of:
  - Children in the age group of 6 months to 6 years:  
.....
  - Pregnant and lactating mothers:  
.....
- Number of 3-6 years children attending pre-school education:
- Number of beneficiaries covered under:
  - Immunization:  
.....
  - Health check-up:  
.....
  - Referral services:  
.....
- Number of home visits made by AWW and AWH:  
.....

## II. Dhanlakhsmi Scheme:

- How many families of the girl child have been covered under this scheme in the State / District :  
.....

## III. Rajiv Gandhi National Crèche Scheme for Children of Working Mother:

- How many children have been covered under this Scheme in the State/ District:  
.....
- Are following services provided in the crèche:
  - Supplementary nutrition :  
.....



- Emergency medicine and contingency:

.....

#### IV. Integrated Programme for Street Children

- Are sufficient funds provided for the wholesome development of children without homes and family tie? :

.....

- Is financial assistance provided to eligible NGOs working for the welfare of street children? :

.....

- If Yes are NGOs providing following services: Yes/No

- ◆ Formal and Non- Formal Education: .....

- ◆ Shelter Homes : .....

- ◆ Vocational Training: .....

- ◆ Nutrition and Health Care: .....

- ◆ Sanitation and Hygiene: .....

- ◆ Safe Drinking Water: .....

- ◆ Protection against abuse and exploitation: .....

#### V. Shishu Greh Scheme:

- Is grant of Rs. 6 lakhs provided per unit of 10 children in a Shishu Greh? :

.....

- Is minimum standard of care provided to abandoned/orphaned/ destitute children? :

.....

#### VI. Protection of children from Sexual offences:

- What facilities are provided to children facing sexual offences (Please explain):

.....



- Status of the following Yes/No
- Is child friendly procedure followed in reporting, recording of evidence, investigation and trial of offences? : .....
- Does evidence of child recorded within prescribed time frame? : .....
- Does trial of the case held in camera? : .....
- Are children subjected to more heinous offences:
  - Admitted in the nearest hospitals within 24 hours of reporting the crime: .....
  - Taken care and rehabilitated in shelter homes: .....
- Does medical examination of child conducted in the presence of the parents of the child or any other person of child's confidence? : .....
- Are best interests of children observed in every stage of judicial process? : .....
- Are authorities running awareness schemes for reducing the offence (please explain): .....
- Number of cases relating to sexual offences registered in the last 2 years: .....

## VII. Children with Substance Abuse

- Number of substance abuse children in the district/state: .....





- Number of substance abuse children enrolled in rehabilitation homes:  
.....
- The income group to which substance abuse children belong (please give details):  
.....
- Percentage of substance abuse children belonging to low income groups:  
.....
- Are rehabilitation homes not accessible to majority of substance abuse children due to their poverty? :  
.....
- If so, please explain the steps taken by the government for rehabilitation of children belonging to lower income groups:  
.....
- Why sale of injurious substances like cigarettes and gutka to children has not stopped despite Government awareness programmes and pictorial warnings (Please explain):  
.....
- Please give specific suggestions for assisting substance abuse children:  
.....

### **VIII. Juvenile Justice Act**

- Number of Juvenile homes in the state/district:  
.....
- Total authorized capacity of the Juvenile homes:  
.....
- Number of juvenile held in the juvenile homes:  
.....



- Per capital availability of space in juvenile homes:  
.....
- Number of rooms in juvenile homes:  
.....
- Number of juveniles kept in each room:  
.....
- Are rooms well lighted and ventilated? :  
.....
- Number of toilets available in juvenile homes:  
.....
- What is toilet-juvenile ratio?:  
.....
- Are juveniles provided adequate quantity of following items:
  - Bathing soap:  
.....
  - Washing soap and detergent:  
.....
  - Tooth brush and tooth powder/paste:  
.....
  - Hair oil:  
.....
  - Cots and mattresses:  
.....
  - Number of blankets, bed sheets, pillows and pillow covers:  
.....
  - Number of dresses in a year:  
.....



➤ Shoes or chappals:

.....

- Are children in conflict with law taken care by specially trained officers (Please give details)? :

.....

- Are Juvenile homes monitor the activities of children after they leave the juvenile homes (Please explain)? :

.....

- Status of the following:

➤ Number of children employed successfully after their release from the juvenile homes:

.....

➤ Number of children coming back to juvenile homes after committing crime again:

.....

- Are children taught the same subjects in juvenile homes as are taught in other Government schools? :

.....

- What type of vocational training is imparted to children in juvenile homes? :

.....

- Are market related crafts covered under vocational training programmes (Please explain)? :

.....

**IX. Children of Female Prisoners Staying in Prisons:**

- Number of children below 6 years of age staying with their mothers in the prisons:

.....



- Facilities provided to children in the prison (Please explain):  
.....
- Is crèche facility available? :  
.....
- Are they provided special food?:  
.....
  - If yes, are they provided nutritious and balanced food? :  
.....
- Are adequate arrangements made for education of children of female prisoners?:  
.....
- Are children sent to nursery schools outside the prison or inside the prison?:  
.....
- Are they provided the following medical and health facilities:
  - Regular health check-up :  
.....
  - Immunization and vaccination:  
.....
  - Recoding weight:  
.....
  - Referring sick children to outside hospitals:  
.....
- What arrangements are made for sending children after attaining age of 6 years to children homes (Please give details):  
.....



## X. The Child Labour (Probation and Regulation) Act, 1986:

- What is the magnitude of the child labour in:
  - Rural Areas: .....
  - Urban Areas: .....
- Number of children engaged in:
  - a) Manufacturing Sector:
    - Number of children engaged in manufacturing processes of the following home based industries:
      - ◆ Brassware: .....
      - ◆ Fireworks: .....
      - ◆ Diamond cutting: .....
      - ◆ Gem Cutting and Polishing: .....
      - ◆ Glass and Bengal making : .....
      - ◆ Carpet making: .....
      - ◆ Stone quarries: .....
      - ◆ Brick kilns: .....
      - ◆ Sericulture- silk industry: .....
      - ◆ Bedi making : .....
      - ◆ Pottery units: .....
      - ◆ Textiles and Weaving: .....
      - ◆ Printing: .....
      - ◆ Embroidery and zarimaking: .....
      - ◆ Leather flaying and tanning etc.: .....
  - b) Agrarian Sector
    - Number of children engaged in agricultural and allied occupation as:
      - ◆ Part of family labour: .....
      - ◆ Individual workers: .....



c) Service Sector

- Number of children engaged in service sector as:
  - ◆ Self employed labour: .....
  - ◆ Invisible labour: .....
  - ◆ Wage based employment: .....

d) Socially condemnable jobs

- Number of children engaged in the following Socially condemnable jobs:
  - ◆ All forms of Slavery: .....
  - ◆ Debt bondage serfdom: .....
  - ◆ Forced/compulsory labour: .....
  - ◆ Child pornography: .....
  - ◆ Child prostitution: .....
  - ◆ Child drug peddling: .....
- What are the causes of child labour in the State/ District? :
  - .....
  - .....
- What steps have been taken by the State Government to check the problem child labour? :
  - .....
  - .....

## XI. The Prohibition of Child Marriage Act

- Is child marriage prevalent in the State/ District? :
  - .....
- If Yes, Number of Child Marriages solemnized in the last 2 years:
  - .....



- The number of complaints registered against child marriage:

.....

- What action has been taken in such cases of child marriage?:

.....

## **XII. Beti Bachao Beti Padhao**

- Has Beti Bachao Beti Padhao programme launched in the State to improve the child sex ratio? :

.....

- If yes, in how many districts the programme has been launched? :

.....

- How effectively have the existing Legislations and Acts, especially to Strengthen the implementation of Pre-Conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994 (PC&PNDT Act) with stringent punishments for violations of the law been enforced in the State? :

.....

- Is girl child provided equal access to various services? :

.....

- Are essential requirements related to Nutrition, Health Care, Education and Protection of girl child being met to enable every girl child to develop to her full potential- especially the right to quality, early childhood care, elementary and secondary education? :

.....

- Has Sex Ratio at Birth (SRB) improved by 10 points in a year? :

.....

- How much gender differentials in Child Mortality Rate has been reduced from 8 points in 2011 in case of children under 5 years? :

.....



- Has nutrition status of girls improved? :  
.....  
➤ If yes, what is the reduction in number of underweight and anaemic girls under 5 years of age (from NFHS 3 levels)? :  
.....
- Is universalization of ICDS, girls' attendance and equal care been monitored using joint ICDS, NRHM Mother Child Protection Cards? :  
.....
- Has the girls' enrolment in secondary education increased from 76% in 2013-14? :  
.....  
➤ If yes, how much? :  
.....
- Is every girl school provided with toilets? :  
.....
- How effective is the implementation of promoting a protective environment for Girl Children through implementation of Protection of Children from Sexual Offences (POCSO) Act 2012? :  
.....
- Have elected representatives/grassroot functionaries been trained to act as Community Champions to mobilize communities to improve CSR & promote Girl's education? :  
.....
- How successful is the mass Communication Campaign on Beti Bachao-Beti Padhao? :  
.....





- Has the proper linkages been strengthened at the District level with Panchayats, Anganwadi Centres, PHCs ? :  
.....
- Has the grass-root functionaries of different departments been sensitized & trained on the issue of CSR, value of girl child & promote her education to create an environment for survival, protection and education of girl child? :  
.....
- How effective is the monitoring mechanism at the State and District level? :  
.....
- Has a State Task Force with representation of concerned Departments including State Level Services Authority and Department of Disability Affairs for Beti Bachao, Beti Padhao been formed at the State level to coordinate the Multi-Sectoral implementation of the Scheme? :  
.....
- Are deputy collectors coordinating the actions of all Departments through District-level officials and undertaking monthly review of the progress on the activities listed in the Department Plans of action at the district level? :  
.....

### **XIII. Sukanya Samriddhi Account**

- Have the legal/natural guardians opened saving account in the post office/ authorized branches of commercial banks in the name of the girl children? :  
.....
  - If yes, how many accounts have been opened in the State/ District under this scheme? :  
.....



- How much amount has been deposited? :

.....

- Have the passbooks been issued to the depositors? :

.....

#### XIV. Mission ñ Indradhanush

- Is Mission Indradhaunsh being implemented in the State? :

.....

- If yes, how many districts have been covered in:

- The first phase: .....

- Second phase: .....

- Has the coverage of immunization of children increased by 5 percent per year? :

.....

- Were four special vaccination campaigns conducted between March and June 2015 to cover all children of less than 2 year of age and pregnant women for Tetanus Toxoide vaccine? :

.....

- If not, how many special vaccination campaigns were conducted and reasons for not conducting all the four campaigns:

.....

- Had special campaigns conducted for seven to ten days every month for the four consecutive months (March to June 2015)? :

.....

- Have micro plans been developed on the basis of lessons learnt from Polio eradication to make the mission more successful? :

.....



**XV. Right to Education** (Covered under Education)

**XVI. Mid-day Meal** (Covered under Education)

**XVII. Sarva Siksha Abhyan** (Covered under Education)

**IMPLEMENTATION OF DIFFERENT SCHEMES AND PROGRAMMES FOR PROTECTION, DEVELOPMENT, EMPOWERMENT AND WELFARE OF WOMEN**

**1. Indira Gandhi Matritva Sahyog Yojana (IGMSY)**

- ❖ Is the State Government implementing the following provisions of IGMSY :

Yes/No
- Making provisions for securing just and humane conditions of work:

.....
- Endeavoring to secure all workers engaged in agriculture, industry and otherwise a living wage and such conditions of work that ensure a decent standard of life:

.....
- Providing maternity leave to female employees for a certain period before and after child birth and other benefits to protect dignity of motherhood of employees engaged in mines, factories, plantation, shops and other establishments employing 10 or more persons:

.....
- If not, please give reasons for not providing:

➤ Humane conditions of work:

.....

➤ Living wage and such conditions essential for a decent standard of life:

.....



- Denial of maternity leave:  
.....

## 2. **Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)**

- ❖ Status of implementation of the following provisions of RGSEAG:
  - Spreading awareness about the following (please explain):
    - Health, personal hygiene and nutrition:  
.....
    - Family welfare and management:  
.....
    - Adolescent Reproductive and Sexual Health (ARSH):  
.....
    - Family and child care:  
.....
    - Improving nutrition and health status of adolescent girls in the age group of 11-18 years:  
.....
  - Providing 6 Kg of free food grains every month to each undernourished adolescent girl:  
.....
  - Enabling self-development and empowerment of adolescent girls:  
.....
  - Upgrading their home based skills, life skills and vocational skills:  
.....
  - Mainstreaming out of school adolescent girls formal/non formal education:  
.....



- Informing adolescent girls about available public services, such as Primary Health Centres, Community Health Centres, Post office, Banks and Police station etc.:

- .....
- If not implemented, please give reasons for not Implementing RGSEAG:

.....

.....

### 3. Dowry Prohibition Act

- Is the State Government strictly implementing the dowry prohibition Act? :

.....

- If yes, the success achieved in:
  - Stopping to give or agreeing to give dowry in the form of any property or valuable security by one party to another party to the marriage:

.....

- Framing and compliance of rules in accordance with which list of presents given at the time of marriage to bride and bridegroom is to be signed and maintained by bride and bridegroom along with the following details:

i) Brief description of presents:

.....

ii) Approximate value of he presents:

.....

iii) Names of the persons who have given the presents:

.....



iv) The relationship of the person giving gifts to the bride/bridegroom:

.....

- The number of dowry related cases registered in the state in the last 3 years:

.....

- How serious were these cases? :

.....

- Please explain the action taken by the concerned authorities for non-compliance of different rules framed by the State Government:

.....

**4. A comprehensive Scheme for Prevention of Trafficking and Rescue, Rehabilitation, and Reintegration of Victims of Trafficking and Commercial Sexual Exploitation (UJJAWALA)**

- Is the practice of trafficking women for commercial sexual exploitation prevalent in the State? :

.....

- If so, what are the causes of trafficking of women? :

.....

- Is State Government undertaking the following multi sectorial approach through:

- Social mobilization:

.....

- Involvement of local communities:

.....

- Awareness generation programmes:

.....

- Generate public discourse through work shops, seminars, and other innovative activities:

.....



- Status of following steps undertaken by the State Government (please explain):
  - Preventive measures to check women trafficking especially in vulnerable areas and sections of population:  
.....
  - Rescue measures to rescue victims from places of their exploitation:  
.....
  - Rehabilitation of trafficked women by providing basic amenities including shelter, food, clothing, medical care :  
.....
  - Providing counseling, legal aid and guidance:  
.....
  - Providing vocational training in market oriented trades:  
.....
  - Facilitating reintegration of the trafficked victims into the family and society:  
.....
  - Facilitating repatriation of cross-border victims to their country of origin:  
.....
- Impact of various steps taken by the State Government? :
  - ❖ Status of the following in last 2 years: Numbers
  - Raids conducted to rescue trafficked women: .....
  - Trafficked victims rescued: .....
  - Trafficked women rehabilitated: .....
  - Trafficked women reintegrated into the family: .....
  - Cross border trafficked women repatriated to their countries of origin: .....





## 5. Domestic Violence Act

- Are there Women Help Lines in the State? :  
.....
  - If yes, are women aware of these help lines? :  
.....
- How complaints relating to domestic violence are reported in the State?:  
.....
- Has State Government set up complaint cells for registering complaints relating to domestic violence? :  
.....
- Number of cases relating to following types of domestic violence registered in the last 2 years:
  - Physical abuse including assault, criminal intimidation, and criminal force to cause:  
.....
  - Bodily pain, harm, or danger to life, limb, or health:  
.....
  - Impairment of health and development of the aggrieved person:  
.....
  - Sexual abuse including any conduct of sexual nature that abuses, humiliates, degrades or otherwise violates the dignity of woman:  
.....
  - Verbal and emotional abuse including insult, ridicule, humiliation, name calling; repeated threats to cause physical pain to any person to whom the aggrieved female is related:  
.....



- Economic abuse including deprivation of all or any economic or financial resources to which aggrieved person is entitled under the law or custom:  
.....
- Harassment, harm and injuries caused to the aggrieved person to coerce her or any other person related to her for meeting any unlawful demand for dowry or other property or valuable security:  
.....
- Threatening the aggrieved person or any person related to her:  
.....
- What are the major causes of domestic violence (please explain)? :  
.....
- The immediate relief given to victims of domestic violence (please explain):  
.....

## 6. Honor Killing

- Status of honor killing by family or social group due to belief that victim has brought dishonor to the family or community as a result or suspicion of the following behaviors (Please explain):
  - Dressing in a manner unacceptable to the family or community:  
.....
  - Wanting to prevent or terminate an arranged marriage:  
.....
  - Desiring to marry by own choice to a person of:
    - ♦ Same gotra: .....
    - ♦ Lower caste: .....
  - Engaging in heterosexual acts outside marriage:  
.....



- Non sexual acts perceived as inappropriate:  
.....
- Engaging in homosexual acts:  
.....
- Status of honor killing in the State: Number
  - Total cases of honor killing reported in the state .....
  - Women killed .....
  - Girls killed .....
  - Men killed .....
  - Boys killed .....
- Number of honor killing in rural areas in the last 2 years:  
.....
- Number of honor killing in urban areas in the last 2 years:  
.....
- Percentage of honor killing in rural areas in the total honor killing in the State:  
.....
- Is police protection provided to couple if threatened to marry outside their caste:  
.....
  - If so, how long the security is provided to the couple:  
.....
- Role played by Khap Panchayats in honor killing (please explain):  
.....
- Please give specific suggestions to check honor killing:  
.....



## 7. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act

- What is the nature of sexual harassment at workplaces? :  
.....
- Are women belonging to scheduled cast and scheduled tribes more disadvantaged:  
.....
  - If so, please explain:  
.....
- Has an Internal Complaint Committee (ICC) been constituted at every workplace engaging 10 or more employees? :  
.....
  - If not, please give reason for not doing so:  
.....
- Has Local Complaint committee (LCC) constituted at the district level? :  
.....
  - If not, please give reasons for not doing so:  
.....
- Are women employees aware of the following: Yes/No
  - Complaints about sexual harassment can be filed with ICC and LCC within 3 months of the incident : .....
  - Domestic female workers can file complaint about sexual harassment to LCC : .....
- Are ICC and LCC completing enquiry within requisite period of 90 days from the date of filing the complaint? :  
.....



- If not, please give reasons for not doing so:

.....

- Total number of employees at work places:  
.....
- Number of women employees:  
.....
- Percentage of women employees in total workforce:  
.....
- Number of complaints about sexual harassment reported by women employees in the previous year:  
.....
- Please explain the action taken against the harasser:  
.....  
.....
- Please give suggestions for stopping sexual harassment at workplaces:  
.....  
.....

## 8. Stalking (Eve Teasing)

- Are women aware that following actions of a man are offence in the eyes of law and he can be punished for such actions:
  - Following a woman against her wish:  
.....
  - Contacting or trying to contact a woman to foster personal interaction despite repeated clear indication of disinterest by such woman:  
.....
  - Monitoring internet, email or any other forms of electronic communication used by a woman:  
.....



- Number of men committing such offence of stalking were given following punishments during the last two years :
  - Imprisonment upto 3 years and a fine on first Conviction:
 

.....
  - Imprisonment upto 5 years and a fine on subsequent convictions:
 

.....
- Are emergency helplines available for females? :
 

.....
- Number of eve teasing cases reported in the state in the last 2 years:
 

.....
- Is video/audio recording done when complaints are made? :
 

.....
- Number of female constables posted in each police station:
 

.....
- Are women facing any problems in reporting eve teasing cases in the police stations?:
 

.....

  - If so, please explain:
 

.....
- Are women harassed/eve teased in:
  - Public transports:
 

.....
  - Public places like parks, bus stops, railway stations, markets places, roadside etc:
 

.....
  - If so, please explain the nature of harassment:
    - ♦ Verbal: .....
    - ♦ Physical: .....
    - ♦ Visual: .....



- Is general public helpful if women raise objections for eve teasing? :  
.....
  - If so, please explain whether they confront the harasser or call the police:  
.....
- Are women satisfied with the existing provisions of law against eve teasing:  
.....
  - If not, please explain:  
.....  
.....
- Please give specific suggestions for controlling stalking:  
.....  
.....

## 9. Child Marriage

- Are people aware that marrying a girl below the age of 18 years is illegal? :  
.....
- Are some cases of child marriages reported in the state? :  
.....
  - If so, number of cases of child marriage reported in last 2 years:  
.....
- What action is taken if a complaint is made about girl child being forced to marry:  
.....

## 10. Female Feticide

- What is the gender ratio in the state? :  
.....



- Are people aware that pre-natal sex determination test is a criminal offence? :  
.....
- If yes, are people still resorting to pre-natal sex determination test to have only boy child:  
.....
- Are some doctors/nursing homes doing illegal practice of pre-natal sex determination? :  
.....
- Are women forced to abort child if pre natal sex determination test confirms a girl child? :  
.....
- Are doctors/nursing homes resorting to abortions even at advanced stage of pregnancies:  
.....
- Number of cases of pre-natal sex determination tests and abortions reported in last 2 years in the state:  
.....
- Action taken against the doctors/nursing homes for carrying out:
  - Pre-natal sex determination tests: .....
  - Abortions: .....
- Please give specific suggestions for stopping practice of pre-natal sex determination and aborting the child if it happens to be a girl:  
.....  
.....

#### 11. Indira Gandhi National Widow Pension Scheme (IGNWPS):

- Is State Government covering following widows under IGNWPS?:
  - Widow belonging to below poverty household:  
.....





➤ Widows in the age group of 40-79 years:

.....

- What is the monthly amount of pension? :  
.....
- Is it just Rs 300 per beneficiary as provided by central Government or state Government is also contributing some amount to it? :  
.....
- Are all eligible widows covered under this scheme? :  
.....
  - If not, the number of widows covered under this scheme in the State:  
.....
- Please explain the reasons for not covering all eligible widows:  
.....  
.....

**12. Education Facilities for Women**

- Are boys and girls given equal education opportunities in the state? :  
.....
- Is school environment conducive for girls? :  
.....
  - If not, please explain:  
.....
- Do people prefer home schooling for girls? :  
.....
  - If so, please explain:  
.....
- Number of girls enrolled in schools:  
.....



- Share of girls in total enrolled students in the schools:  
.....
- Number of girls attending school regularly:  
.....
- Number of girls/women who can read and write:  
.....
- Number of female teachers posted in the schools:  
.....
- Percentage of female teachers in total staff strength of teachers:  
.....
- Are girls aware of certain scholarships/benefits available to meritorious girl students? :  
.....
- Status of implementation of the scheme of condensed courses of education initiated by Central Social Board (please explain):  
.....
- Are education opportunities at primary/high school and secondary levels and additional inputs of skill development/vocational training provided to:
  - Adult girls/women who could not join the mainstream education:  
.....
  - Dropouts from schools:  
.....
- If not please give reasons for not doing so:  
.....
- Is priority given to tribal, hilly and backward areas? :  
.....



➤ If not please explain:

.....

- Are course contents need based and modified according to local requirements to empower women? :

.....

- What was the status of following in the last 2 years:

➤ Number of courses sanctioned:

.....

➤ Number of courses actually run:

.....

➤ Number of girls and women covered under the scheme in last 2 years:

.....

### 13. Health Care Schemes

- Is state Government providing adequate, accessible and effective health care facilities to women in the state? :

.....

➤ If not, please explain:

.....

- Is state government giving information to women on the following:

➤ Women and child health care schemes:

.....

➤ Pre natal and post pregnancies facilities for different age groups:

.....

➤ Facilities provided to females in different Government run and Govt. aided hospitals and clinics in:

• Rural areas: .....

• Urban areas: .....



- Health insurance schemes for women:  
.....
- Number of women enrolled under various healthcare schemes:  
.....
- Is State Government doing the following:
  - Spreading awareness on communicable diseases:  
.....
  - Monitoring cervical cancer, breast cancer and various lung diseases:  
.....
  - Issuing health alerts:  
.....
  - Giving information to females on various family planning measures:  
.....
  - Providing easy access to women contraceptives:  
.....
- Are women consulted in planning a family? :  
.....
- Are women aware of various benefits available for them under National Rural Health Mission? :  
.....
- Are primary health centres available in the nearby vicinity? :  
.....
- Are mobile vans available for taking pregnant women at the time of delivery to nearby health centres? :  
.....
- If not. Please give reasons:  
.....



## 14. Food, Personal Hygiene and Sanitation

### a) Dietary status

- Number of meals a female takes in a day? :  
.....
- Are they taking nutritious and balanced diet? :  
.....
  - If not are they anemic:  
.....
- Average number of anemic women in:
  - Rural areas: .....
  - Urban areas: .....

### b) Sanitation and Personal Hygiene Conditions

- Are households having toilets in their houses? :  
.....
  - If yes, is water supply sufficient in the toilets:  
.....
- If not, are they using community/public toilets? :  
.....
  - If yes, what is the condition of community/public toilets:  
.....
- The distance females have to cover to relieve themselves:  
.....
- What is the status of drainage in rural/urban areas:  
.....
- Are women taking daily bath with soap:  
.....
- Are they changing their clothes daily or on alternate days? :  
.....



- Are they using sanitary napkins? :

.....

- If not, what do they use during their periods:

.....

- Do they wash their hands before and after taking their food? :

.....

## 15. Economic and Financial Status of women

- Are women aware of various provisions of succession act? :

.....

- If so, are they availing their rights in parents property:

.....

- Do they face some problems while exercising their rights (please explain):

.....

- Share of women having property including houses they live registered in their names in total female population of the state:

.....

- Are they consulted in financial matters of the households? :

.....

- Share of working women in total population of:

- Urban areas: .....

- Rural areas: .....

- Are women working in fields in rural areas? :

.....

- If so, are they working alone or with their husbands:

.....

- Are they registered under MGNREGA? :

.....



➤ If so, what is their percentage in total Enrolment? :

.....

- Are they having bank accounts/fixed deposits in their names? :

.....

- Are women availing bank loans for economic activities? :

.....

➤ If so, are banks giving loans to women at concessional interest rates:

.....

- Have women formed their Self Help Groups (SHG) in the rural areas? :

.....

- If so, how many Self-Help Groups have been formed in the state? :

.....

- Do these Self Help Groups include SC/ST women? :

.....

- Are SHG get loan for running economic activities? :

.....

➤ If so, are banks providing them loans at concessional rate of interest:

.....

- Is State Government or NGOs assisting SHG in running their activities (Please explain):

.....

- What is the representation of women in Village Panchayats? :

.....

- Do they have some say in village matters? :

.....

➤ If yes, please explain:

.....



- Are they free to visit friends, family or associations? :

.....

- If not, please explain:

.....

- Please give specific suggestions for women empowerment:

.....

## 16. One Stop Center Scheme

- Has One Stop Center been set up in the State? :

.....

- If yes, is it located? :

- Within a hospital/ medical facility:

.....

- Existing government/semi government institutions located within two kilometer radius hospital/medical facility in the district head quarter:

.....

- Newly construct building on an adequate and suitable land indentified by the state government:

.....

- What is the area of the One Stop Center? :

.....

- Is the center having total area of 300 sq. m. and carpet area of 132 sq. m.? :

.....

- If less, the reasons for the same:

.....

- Does the center have the following accomodation :





❖ **The Ground floor:**

- One room for the office off Administrator:  
.....
- One room for office/ video conferencing:  
.....
- One room for counselor/ medical consultant:  
.....
- One room to accommodate a ward with 5 beds to admit women affected with violence:  
.....
- Lobby, two Toilets, one Pantry room, Stairs etc.:  
.....

❖ **First floor:**

- Two room accommodation for administrator:  
.....
- One Pantry room, one Toilet, Stairs etc.:  
.....
- Has the One Stop Center been integrated with a Women Helpline to provide the support and assistance to women affected by violence, both in private and public spaces? :  
.....
- Does the center remain open for 24 hours? :  
.....
- Does the Center have the list of hospitals, police stations, lawyers, counselors? :  
.....
- Has the State government outsourced the activities like management, legal assistance, counseling, IT and security etc. for the smooth functioning of the Center? :  
.....



- Is the One Stop Center providing the following services:
  - Medical assistance including referral to hospital through helpline/centre; and ambulance if require:  
.....
  - Police assistance to assist and facilitate filing of First Information Report:  
.....
  - Psycho-social support/counseling by empanelled counsellors on pro-bono basis or for honorarium:  
.....
  - Legal aid/counselling by lawyers empanelled with District Legal Services Authority (DLSA/SLSA) or empanelled on pro-bono basis or for honorarium:  
.....
  - Short stay shelter with food and clothing:  
.....
  - Make referral to shelter homes for long stay:  
.....
  - Video-conferencing facility to facilitate police and court proceedings:  
.....
- Has the overall management of the centre been undertaken by the Management Committee headed by the District Collector/Deputy Commissioner of the respective district? :  
.....
  - If yes, What is the composition of the Management Committee? :  
.....
  - What functions are being performed by the Management Committee? :  
.....



- Has the Central Government providing 100 per cent financial assistance to the State Government/UT Administration? :  
.....
- What is the amount of recurring grant issued to the States/UT Government? :  
.....
- Does the State Government operate a separate bank account for the scheme of One Stop Center? :  
.....

## 17. Universalisation of Women Helpline Scheme

- Has a Women Helpline (state level toll free number such as 181) been made universal for providing 24 hour immediate and emergency response to women affected by violence? :  
.....
- Does this helpline facilitate crisis intervention through referral to police/Hospital/Ambulance services? :  
.....
- Does this helpline provide information about the appropriate support services available to the woman affected by violence, in her particular situation within the local area in which she resides or is employed? :  
.....
- Is this number compatible with all the existing telecommunication channels providing post/pre paid mobile or landline services through any public or private network? :  
.....
- Have all state/district/city level help lines including private or public been integrated with this women helpline? :  
.....
- Is this Helpline utilizing the infrastructure of existing Chief Minister Helpline functioning in various States or the infrastructure of any other women related Helpline? :  
.....



- Has the state government outsourced activities such as management, counseling, call responding, IT, multipurpose and security etc. required for smooth functioning of Women Helpline Centre? :  
.....
- Are all calls being reviewed to check the performance of the responders on the following standard? :
  - 90% of total distressed calls answered within 10 seconds:  
.....
  - 100 % of total distress calls answered in not more than 20 seconds:  
.....
- Track cases to check the adequacy of interventions made by the stakeholders i.e. police, hospitals, Lawyers etc.:  
.....
- Regular performance appraisal conducted of helpline Staff:  
.....
- Systematic feedback, either of all callers or those selected by random sampling:  
.....
- Does 24 hours data extracted and analysed every day by Helpline Coordinator and a report is sent directly to Director, State WCD mentioning the challenges faced? :  
.....
- Is a monthly report sent to Principal Secretary WCD and discussed every month in a meeting held with Secretaries of concerned departments? :  
.....

IMPLEMENTATION OF VARIOUS WELFARE SCHEMES  
AND PROGRAMMES FOR SENIOR CITIZEN

1. Demographic status of senior citizens in the State

•	Status of elderly persons	Numbers	Share in total
◆	Total populations:	.....	.....
◆	Male	.....	.....
◆	Female	.....	.....
◆	Gender-wise population in:	.....	.....
➤	Rural areas	.....	.....
➤	Urban areas	.....	.....
◆	Gender-wide elderly population in:	.....	.....
➤	60-79 years	.....	.....
➤	80 years and above	.....	.....
◆	Total BPL population of Senior citizens:	.....	.....
➤	Male:	.....	.....
➤	Female:	.....	.....
•	Elderly people living with	Numbers	
◆	Spouses	.....	
◆	Sons	.....	



- ◆ Daughters .....
- ◆ Relatives .....
- ◆ Caretakers .....
- ◆ Alone .....
- ◆ Living in old age homes .....
- Please explain the reasons for elderly persons staying alone or in old age homes:  
.....  
.....
- Percentage of following categories of elderly persons in total population of elderly persons Percentage
  - ◆ Working .....
  - ◆ Assisted .....
  - ◆ Destitute .....
- Share of elderly people in following social category Percentage
  - ◆ General .....
  - ◆ Schedule castes .....
  - ◆ Schedule tribes .....
  - ◆ Other backward classes .....

## 2. Elderly abuse

- Which of the following abuses are faced by elderly persons:
  - Physical: .....
  - Verbal: .....
  - Emotional: .....
  - Economic: .....



- Who is imposing these abuses (please explain):  
.....
- Are elderly persons assisted or supported by government agencies?:  
.....
  - If so, how rights of elderly both male and female are being protected in rural and urban areas (please explain):  
.....  
.....

### 3. Economic conditions of senior citizens

- Share of elderly persons in following categories                      Percentage
  - ◆ Economically weaker section                      .....
  - ◆ Lower income group                      .....
  - ◆ Middle income group                      .....
  - ◆ High income group                      .....
- Number of senior citizens having immovable property including land houses, shops, showrooms etc.:  
.....
- Are they involved in economic activity? :  
.....
  - If so, type of activities in which they are engaged:  
.....
  - What are their sources of their income:  
.....
- If not engaged in economic activity, the percentage of financially dependent elderly persons in total population:  
.....

- .....

- 

- ◆ Spouses .....

- ### Children

- ## Relatives

- ## Convierte

- NOO
- <sub>2</sub>

- 

-





- Is State Government taking health care of of senior citizens?:  
.....
- If so, please explain the following:
  - What facilities are earmarked for geriatric patients:  
.....
  - Number of beds provided for senior citizens in:
    - ◆ Government hospitals:  
.....
    - ◆ Fully funded hospitals by the Government:  
.....
    - ◆ Partial funded hospitals by the Government:  
.....
  - Separate queues for senior Citizens:
- What facilities are provided to senior citizens suffering from chronic, terminal, and degenerative diseases (Please give details):  
.....
- What type of emergency services are provided by State Government to the senior citizens?:  
.....
- Are mobile medical units visiting elderly persons? :  
.....
  - If so, how frequently these mobile units are visiting them:  
.....
- Are they provided conveyance for going to hospital?:  
.....



## 5. Community support

- Are senior citizens engaged in community functions and recreational activity? :  
.....
- Are senior citizens involved in decision making at different levels (Please give details)? :  
.....
- Are senior citizens participating in:
  - Self help groups in rural areas:  
.....
  - Senior citizens association in urban areas:  
.....
- What type of emotional support is provided by community to senior citizens (Please explain):  
.....
- Are senior citizens assisted by neighbor in:
  - Daily routine: .....
  - Reading and writing: .....
  - Shopping: .....
  - Others: .....

## 6. NGOs involvement

- Number of NGOs involved in welfare activity of elderly people in :
  - Rural areas: .....
  - Urban areas: .....
- Type of activities in which NGOs are involved:  
.....
- Role played by NGOs in sensitizing society about needs and rights of senior citizens (Please explain):  
.....



## 7. Status of various welfare schemes implemented by the State

### I. Indira Gandhi National Old Age Pension Scheme (IGNOAPS):

- Is State Government providing old age pension to both male and female elderly persons who are 65 years or above and belong to BPL households?:
  - If so, number of old elderly persons provided old age pension:  
.....
  - What percentage do they constitute of total elderly persons eligible for pension?:  
.....
- Whether identification of eligible beneficiaries is a continuous process? :  
.....
- Whether National Social Assistance Programme is implemented by:
  - Social Welfare Department of the state:  
.....
  - Rural Development Department:  
.....
  - Women and Child Development Department:  
.....
- Whether pension is paid/disbursed to beneficiaries in:
  - Cash in Gram Sabha: .....
  - Money order : .....
  - Saving Bank account: .....
  - Post office saving account: .....
- Is State Government disbursing pension to beneficiaries:
  - Monthly: .....
  - Quarterly: .....
  - Half yearly: .....



- Whether pension is paid to all eligible elderly persons or restricted to one person in a family?:  
.....
- Who is dealing with the complaints relating to pension scheme:
  - Nodal secretary dealing with NSAP:  
.....
  - Concerned district / block level welfare officer:  
.....
- Status of implementation of IGNOAPS
 

Numbers	Percentage
➤ Persons eligible to receive pension under IGNOAPS	.....
➤ Persons provided pension under IGNOAPS	.....
➤ Persons not covered under the scheme	.....

## II. Annapurna Scheme

- Is State Government implementing Annapurna scheme to provide food security to those eligible senior citizens who remained uncovered under IGNOAPS?:  
.....
- What criteria is followed by the State Government to determine destitution (please explain)?:  
.....
- Are beneficiaries required to fulfill the following criteria for availing central assistance under Annapurna scheme:
  - Age of 65 years or above:  
.....



- Destitute persons having little or no regular means of subsistence:  
.....
- No financial support from family members:  
.....
- No other sources of income:  
.....
- Not a recipient of pension under IGNOAPS or state pension scheme:  
.....
- Are beneficiaries under this scheme selected in Gram Sabha and Gram Panchayats?:  
.....
- Are beneficiaries given entitlement cards by Gram Sabha and Gram Panchayat?:  
.....
- Are beneficiaries provided 10 kg of food grains free of cost every month?:  
.....
- Status of implementation of                      Numbers                      Percentage  
Annapurna Scheme
  - Persons eligible to receive free supply of 10 kg food grains per month under Annapurna scheme                      .....
  - Persons supplied 10 kg. food grains every month free of cost under Annapurna scheme                      .....
  - Persons not covered under the scheme                      .....



### III. Maintenance and Welfare of Parents and Senior Citizens, Act

- Are senior citizens including parents who are unable to maintain themselves from their own property/earning getting maintenance from:
  - Children including son/daughter/grand sons and grand daughter:
 

.....
  - Relatives including legal heirs of the childless senior citizens in position or would inherit property after their death:
 

.....
- What procedure is being followed to assist elderly persons in case children or relatives neglect or refuse to maintain a senior citizens who are unable of maintaining themselves (please explain)?
 

.....

.....
- Are children/relatives staying aboard pay maintenance? :
 

.....
- Is Tribunal after getting satisfied of such neglect, refusal, passing order against such children or relatives to make a monthly allowance for the maintenance of the senior citizens? :
 

.....
- How many cases have been recorded since the Act came into force?:
 

.....
- How many elderly persons have been provided relief under this Act?:
 

.....
- How many property deals have been reversed by Judiciary under this Act? :
 

.....



- Please explain problems faced by elderly persons in filing legal cases in the courts:

.....

## 8. Old Age Homes

- Is the State Government establishing and maintaining old age homes at accessible places for accommodating minimum 150 indigent senior citizens in each old age home?:

.....

- Total number of old age homes in the State:

.....

- Total capacity of old age homes in the State:

.....

.....

- The total number of elderly persons actually housed in these old age homes:

.....

.....

- What necessary services including food, shelter, clothing, medical care, and means of entertainment provided to inmates in old age homes?:

.....

.....

- What is the impact of the implementation of various old age schemes on welfare of the senior citizens (please explain):

.....

.....

## 9. Miscellaneous

- Is State Government giving wide publicity to welfare schemes for?:



- Spreading awareness among senior citizens:  
.....
- Sensitizing Police Officers and Members of Judicial Service:  
.....
- Are counselors meeting and providing counseling to elderly person regularly or occasionally? :  
.....  
.....
- Type of security services provided to elderly persons (please explain):  
.....  
.....
- Is infrastructure in public areas age friendly? :  
.....  
.....
- Are senior citizens availing the benefits of the senior citizen saving scheme? :  
.....  
.....
- If so, number of senior citizens benefiting from these schemes:  
.....  
.....
- Is there effective coordination between concerned Ministries/ Departments dealing with welfare of senior citizens?:  
.....  
.....



**IMPLEMENTATION OF SCHEMES AND PROGRAMMES  
FOR PROTECTION, WELFARE AND  
EMPOWERMENT OF SCHEDULED CASTES  
(SCS) AND SCHEDULED TRIBES (STS)**

**1. Scheduled Caste and Scheduled Tribe Population**

- Total population of the district/state:  
.....
- Total Scheduled Caste population in the district/state:  
.....
- Total Scheduled Tribe population in the district/state:  
.....
- Share of SCs in the total population:  
.....
- Share of STs in total population:  
.....
- Does SCs/STs form a homogeneous group? :  
.....
- Are some castes and tribes more dominant (please explain)? :  
.....
- Does a creamy layer exist among SCs/STs (please explain):  
.....



## 2. Status of SC and ST Habitat:

- Are there separate SC colonies in the rural areas:

.....

- If yes, does SC colonies have:

- Pucca houses with toilet facilities:

.....

- Kutcha houses without toilet facilities:

.....

- Well constructed roads:

.....

- Proper drainage facilities:

.....

- Proper street lights:

.....

## 3. Living conditions of the SCs and STs:

### a) Dietary conditions of SCs and STs:

- Are they cooking food in a kitchen or in open? :

.....

- If cooking in kitchen, what is the condition of the kitchen? :

.....

- What is their mode of cooking:

- LPG: .....

- Kerosene: .....

- Fire wood: .....

- What type of utensils are used for:

- Cooking food: .....

- Serving food: .....



- Are they taking balanced and nutritious diet? :  
.....
- If not, are they suffering from malnutrition:  
.....
  - If so, what is the extent of malnutrition? :  
.....
- Are they supplied subsidized ration (please explain):  
.....

**b) Status of water**

- Which of the following sources of water are available to SC/ST households?:
  - Hand pumps : .....
  - Piped water: .....
  - Wells: .....
- Do they have individual hand pumps/piped water? :  
.....
  - If not, do they have common hand pumps? :  
.....
- Is water of hand pumps or other sources checked regularly? :  
.....
- What corrective measures are being taken in case of impurities found in the water:  
.....
- Are there separate well for SCs in their locality? :  
.....
  - If not, are they required to go out to fetch water? :  
.....
  - If so, the distance they have to cover to fetch water:  
.....



- Are they given free access to common wells in the rural areas? :  
.....
- If not, what steps are being taken by the Government to make wells accessible to SCs/STs (please explain):  
.....
- What is the daily per capita availability of water for SCs and STs? :  
.....
- What arrangements are made for storage of Water (please explain):  
.....
- Is water stored in syntax tanks? :  
.....
- If yes, are tanks cleaned at regular intervals:  
.....

### c) Personal hygiene and sanitation of SCs/STs

- Are SCs and STs:
  - Taking daily bath with soap:  
.....
  - Brushing teeth daily with tooth powder/paste:  
.....
  - Changing and washing clothes on alternate day:  
.....
  - Washing bedding once a week:  
.....
  - Getting haircut once a month and shaving every day:  
.....
  - Washing their hands before and after taking food:  
.....



**d) Sanitation conditions**

- Status of cleanliness around the houses:  
.....
- Is garbage dumped at a proper place? :  
.....
  - If not, do they dump garbage in front of their houses:  
.....
- Are drains covered or open? :  
.....
  - If open, are drains flowing with garbage:  
.....
- Percentage of SC/ST colonies having proper covered drainage system in the district/state:  
.....
- Status of SCs and STs having:
  - Individual toilets in their houses: .....
  - Common/community toilets: .....
  - Going out in the open: .....
- What is the standard of cleanliness of toilets? :  
.....
- What problems are faced by SC/ST women in going out in the open in the absence of toilets?:  
.....
- Percentage of SC/ST colonies having toilet facilities in the district/ state:  
.....



#### 4. Health facilities for SCs and STs

- Are following medical facilities available in villages having majority of SC/ST population:
  - Health centre: .....
  - Medical officer and other paramedical staff: .....
  - Investigation facilities: .....
  - Adequate medicine: .....
- Number of SC/STs suffering from following diseases:
  - Malaria due to lack of cleanliness in the colonies: .....
  - T.B: .....
  - HIV/AIDS : .....
  - Other contagious diseases: .....

#### 5. Education facilities for SCs and STs

- Total number of Anganwadi centers in SC/ST habitats:
 

.....
- Number of SC/ST habitats not having Anganwadi centres:
 

.....
- Percentage of SC/ST children in the age group of 0-6 years not having access to Anganwadi centres:
 

.....
- Total number of elementary schools in SC/ST habitats:
 

.....
- Are all SC/ST children attending elementary schools in the district/ state? :
 

.....



- If not, the percentage of SC/ST children not attending elementary schools:

.....

- What are the reasons for SC/ST children not attending schools (please explain):

.....  
.....

- Number of SC/ST children benefiting from mid day meal scheme:

.....

- Are SC and ST children discriminated while serving mid-day meal?:

.....

- How far mid-day meal scheme is proved helpful in improving the enrolment and attendance of SC/ST children in the schools?:

.....

- Number of scholarships sanctioned in last 2 years for:

➤ SC students: .....

➤ ST students: .....

- Amount of scholarship disbursed in last last 2 years to:

➤ SC students: .....

➤ ST students: .....

- The annual turnout of graduates in the state:

.....

- The percentage of SCs/STs in total Graduates in the state:

.....

- Is literacy rate of women less in pockets with heavy concentration of SC/STs? :

.....



- If yes, please give details of these areas along with reasons of low literacy rate:  
.....

- Are SC/ST students treated equally with general category students (please explain)?:  
.....

- What is the attitude of teachers towards SC/ST students?:  
.....

- Are teachers sensitive towards SC/ST students or treat them differently?:  
.....

- If so, please suggest measures to change the attitude of teachers towards SC/ST students:  
.....

- What is the attitude of general category students towards SC/ST students? :  
.....

- What steps have been taken by the Government to:

- Remove discrimination: .....

- Ensure equality: .....

- Are SC/ST students provided reservations in:

- Post secondary education :

.....

- Technical/ professional education:

.....

- If so, what percentage of seats are reserved for SC/ST students in different educational institutions (please give details):  
.....





- Are SC/ST students provided some fee concessions? :

.....

- If yes, please give details:

.....

## 6. Economic conditions of SCs and STs

- Employment status of SC/ST students:

.....

- Number of SC/STs enrolled with employment exchange:

.....

SC/STs employed in following sectors during last 3 years	Number of posts reserved	Number of SC/STs employed	Percentage of SC/STs in total employment
Government institutions	.....	.....	.....
Public enterprises	.....	.....	.....
Private sector	.....	.....	.....
White color jobs	.....	.....	.....
Menial jobs	.....	.....	.....

- Is there any increase or decline in employment of SCs and STs in Government jobs over the previous year? :

.....

- If so, please explain: .....

- Are SC/ST candidates provided reservation in promotions in Government jobs?:

.....

- Are enforcement authorities including SC and ST Commissions and Department of Personnel and Training implementing the reservation policy properly (please explain)?:

.....



- What is the number of self-employed SC/STs workers?:  
.....
- Are SC and ST persons provided financial assistance for self-employment in the form of:
  - Loans at concessional rates: .....
  - Subsidies: .....
- Number of SCs and STs employed in agriculture sector:  
.....
- Percentage of SC and ST population engaged in agriculture:  
.....
- Do they possess land holdings or work as landless labour? :  
.....
  - If yes, what is the average size of their holdings:  
.....
- Do they have adequate funds and facilities for cultivation? :  
.....
- If not, are they provided financial assistance in the form of:
  - Loans, if so, what is the amount and rate of interest? :  
.....
  - Subsidies: .....
- The estimated number of bonded labour in the district/state:  
.....
- Percentage of SCs and STs in total number of bonded labor:  
.....
- Please give reasons for SCs and STs to work as bonded labour? :  
.....
- Are SC and ST male and females provided equal wages in the



unorganized sector?:

- .....
- Average annual number of complaints relating to unequal wages made by SC and ST community in last year:  
.....
- Status of Labour Vigilance Committee (LVC) :
  - Has LVC been constituted? :  
.....
  - If yes, what is the constitution of this committee:  
.....
  - Is it functional and active? :  
.....
  - If so, average number of cases registered and disposed of by the said committee in last 2 years:  
.....
- Is adequate budgetary allocation made for:
  - Implementing reservation policy:  
.....
  - Development programmes for SCs and STs:  
.....
- Are funds utilized for the purpose for which allocated? :  
.....
- Are public institutions prejudice against SC and ST communities? :  
.....
- Are they treating SCs and STs differently (please explain)?:  
.....



## 7. Political status of SC and ST communities:

- Representation of SC and ST communities in the following (in % terms):
  - Panchayats in rural areas of the district/state: .....
  - Local Bodies in urban areas: .....
  - State Assembly: .....
- Number of registered SC and ST voters: .....
- Number of SC and ST female registered voters: .....
- Percentage of SC and ST female registered voters who actually cast their votes: .....
- Are SC/STs familiar with Electronic Voting Machine (EVM)? : .....
- What is the voting pattern among SC and ST communities? : .....
- Do they have any party affiliations? : .....
- Are SC/ST communities lured by political leaders during election campaigns due to:
  - Ignorance: .....
  - Lack of education: .....
  - Poverty: .....
  - Political pressures: .....
- Are promises made to SC/ST community by political leaders fulfilled after elections? : .....



## 8. Social equality for/discrimination against SCs and STs.

- Are they facing discrimination at work places or somewhere else? :  
.....
- Are SCs and STs feeling neglected, oppressed and marginalized in the society?:  
.....
- Are SCs and STs subjected to untouchability despite untouchability being banned by the Government? :  
.....
- If yes, please explain the following:
  - The manner in which untouchability is exercised:  
.....
  - The action taken on complaints made relating to untouchability:  
.....
- Are SCs prevented from entering temples? :  
.....
  - If so, do they file complaints in this regard:  
.....
  - If yes, please explain the action taken on these complaints:  
.....
- Are SCs aware of the fact that abusing them by calling Harijan or Dalit is an offence? :  
.....
  - If so, do they register complaints if abused? :  
.....
  - What action is taken on these complaints? :  
.....



## 9. Atrocities committed against SC/ST community

- Status of setting up of Special Courts under provision of Section 14 of Scheduled Caste and Scheduled Tribe Prevention of Atrocities (POA) Act, (Please give details):  
.....
- Number of cases registered under SC and ST Prevention of Atrocities (POA) Act, in last years:  
.....
- Number of cases relating to atrocities committed by police against SC and ST communities in the district/state:  
.....
- The nature of offences/atrocities committed against SCs and STs:  
.....
- Functioning of the District Vigilance and Monitoring Committees (please explain):  
.....
- When was the last quarterly meeting of the said Committee held?:  
.....
- Status of the following:
  - Number of cases under investigation:  
.....
  - Number of pending cases before the Committee:  
.....
  - Number of cases approved by the Committee:  
.....
- What steps have been taken by the committee to prevent recurrence of such crimes?:  
.....



## 10. Forest Rights for Scheduled Tribes

- Allotment of forest land to Scheduled Tribes to regularize forest encroachment in tribal area:  
.....
- Number of Pattas allotted to ST community and individual STs:  
.....
- Area of forest land allotted to ST community and individual STs (in sq.metres):  
.....
- Minor forest products made accessible to Scheduled Tribes:  
.....

## 11. Trafficking of SCs and STs

- Number of abduction cases registered by/on behalf of SC/ST women:  
.....
- Number of abduction cases registered by/on behalf of SC/ST minors:  
.....
- Steps taken to protect SC and ST communities (Please explain):  
.....

## 12. Manual Scavenging:

- What is the status of National Scheme of Liberation and Rehabilitation of Scavengers (NSLRS), in the State? :  
.....
- Has NSLRS been adopted in the State? :  
.....
- If so, has the manual scavenging been banned in the state? :  
.....
- Number of scavengers benefited from the scheme:  
.....



- The type of assistance provided by state to manual scavengers for their rehabilitation (please explain):

.....

- In case NSLRS, has not been adopted in the state (please explain the following):

- Does manual scavenging exist in the state? :

.....

- Is it restricted to SC community? :

.....

- If not, the communities engaged in this occupation:

.....

- Number of persons engaged in manual scavenging work in the state:

.....

- Proportion of women in total workforce engaged in manual scavenging:

.....

- Are Municipal Corporations providing humane conditions of work and necessary equipment to the scavenging community? :

.....

- The average monthly income earned by manual scavengers :

.....

- Do scavengers face any problems in their profession?:

.....

- If so, please explain the nature of problems faced by them:

.....





- Do they face ostracism because of their profession? :  
.....
- Do they face any health problems due to their profession? :  
.....

### 13. Other issues related to SCs and STs

- How many SC/ST colonies have link roads? :  
.....
- Number of community certificates referred to Collector's office for verification? :  
.....
- Status of inter-caste marriages with SCs and STs:  
.....
- Number of cases of honour killing reported among the community during the last two years:  
.....

IMPLEMENTATION OF EDUCATION SCHEMES AND PROGRAMMES FOR HUMAN RESOURCE DEVELOPMENT AND EMPOWERMENT IN THE STATE

1. Education Status in the State

• Demographic status

Population status	Numbers	Share in total (%)
Total population	.....	
Rural population	.....	.....
Urban population	.....	.....
Scheduled Caste population	.....	.....
Scheduled Tribe population	.....	.....
Muslims population	.....	.....
Literacy status		Percentage
Literacy rate in the State		.....
Literacy rate in rural areas		.....
Literacy rate in urban areas		.....
Male literacy rate		.....
Female literacy rate		.....



## 2. Elementary Education

### • Education Schemes

#### i) Sarva Shiksha Abhiyan (SSA)

- Status of implementing the scheme (please explain):  
.....
- Are all children in the State given equitable access to quality education without any discrimination?:  
.....
- Total number of schools upto VIII standard in the State:  
.....
- | Schools in the State     | Numbers |
|--------------------------|---------|
| Government schools       | .....   |
| Government aided schools | .....   |
| Private schools          | .....   |
| Self financing schools   | .....   |
- Number of new schools constructed in the last two years:  
.....
- Are some schools constructed under National Programme for girls at elementary level in backward blocks?:  
.....
  - If so, how many? :  
.....
- **Infrastructural Facilities in Schools:**
  - a) Are schools having the following: Yes/No
    - Fencing of the school: .....
    - All weather building: .....



- Class rooms/space for leaning: .....
- Proper lighting facilities in the class rooms: .....
- Space for activities (individual and group): .....
- Separate kitchen/ dining room: .....
- Drinking water facilities: .....
- Storage facilities for drinking water: .....
- First aid facility: .....
- Toilet facilities for girls/boys: .....
- Play ground and play material facilities: .....
- b) Share of schools having following facilities Percentage  
in the total number of schools
- Boundary wall: .....
- Kitchen shed: .....
- Drinking water facilities: .....
- Toilet facilities for girls: .....
- Play ground: .....
- What is the student class room ratio (SCR)?:  
.....
- Percentage of primary schools with (SCR) >30:  
.....
- Percentage of upper primary schools with (SCR)>35:  
.....
- Distance of schools from habitation:  
.....
- Is State Government implementing compulsory admission and  
attendance of children in the age group of 6-14 years? :  
.....



- What is the total enrollment at :
  - Primary level: .....
  - Upper primary level: .....
- Gender Parity Index:
  - Primary level: .....
  - Upper primary level: .....
- Are all children in the school going age enrolled in the schools?:  
.....
  - If not, is it due to reluctance of parents to send their children to school:  
.....
  - If so, please give reasons for their reluctance:  
.....
- Status of annual attendance of the children in percentage terms:  
.....
- **Enrollment status among different groups:**
- Share of the following in total enrollment Percentage
  - Girls (Primary): .....
  - Girls (Upper primary): .....
  - Scheduled Castes: .....
  - Scheduled Tribes: .....
  - Muslims: .....
- **Teachers Profile:**
- Teachers strength Numbers
  - Total teachers posted in schools: .....
  - Teachers posted on permanent basis: .....



Teachers engaged on temporary basis: .....

Vacancies of teachers: .....

- Are teachers training facilities available in the state? :  
.....
- If so, are these facilities adequate:  
.....
- If not, what steps are being taken to ensure availability of trained teachers:  
.....
- What is the status of the following:
  - Class wise position of teachers: .....
  - Class teacher/subject teacher System: .....
  - Teacher student ratio: .....
  - Pre service experience: .....
  - In service experience: .....
  - Motivation level of teachers: .....
  - Teacher-student relationship: .....
  - Teacher -community relationship: .....
  - Support available to the teachers in the schools:  
.....
- **Curriculum and Teaching Learning Materials**
- Status of the following:
  - Existing curriculum and its coverage:  
.....
  - Are curriculum revision exercises carried out regularly?:  
.....



- Availability of competency- based materials:  
.....
- Textbook production: .....
- Distribution of textbooks: .....
- Availability of textbooks to children: .....
- Availability of teacher-learning materials:  
.....
- Library and its use: .....
- Laboratory/kits and their use: .....

## ï **Class room Practices and Processes :**

- Organization of class room:
  - Seating arrangement: .....
  - Classroom setting: .....
- Display of materials in the classroom:  
.....
- Method of introducing the topic:  
.....
- Teacher-learning process:  
.....
- Use of teaching-learning materials:  
.....
- Are all students provided free books, stationary and uniforms?:  
.....
  - If not, are these items supplied to SC/ST/BPL students:  
.....
- Are Identity cards issued to students? :  
.....



- **Status of the following:**

- Male-female ratio in schools: .....
- Dropout ratio of boys and girls: .....
- Dropout ratio of SC/ST students? : .....
- Budgetary allocations for elementary education:  
.....
- Are adequate funds released in time? :  
.....

- **Health Care of Children**

- Is school Health card maintained for each child?:  
.....
- Are health camps held in schools?:  
.....
  - If so, how many health camps were held in last two years:  
.....
  - Number of children identified as malnourished and under-nourished in schools:  
.....
- Are children given micronutrients and deworming medicines periodically? :  
.....
- **Maintenance of Records**
  - Are schools maintaining records relating to admission, attendance and completion of elementary education for children upto the age of 14 years? :





.....

**ii) National programme for education of girls at elementary level (NPRGEL)**

- Is the State government implementing NPRGEL in educational backward blocks to address the need of girls who are enrolled in schools but do not attend the school regularly?: (please explain)

.....

.....

- Number of backwards blocks in State:

.....

- Number of model cluster school functioning under the NPRGEL:

.....

- Number of girls covered under NPRGEL:

.....

**iii) Kasturba Gandhi Balika Vidyalaya (KGBV)**

- The number of residential upper primary schools setup for girls from SC/ST/OBC and Muslim community in the areas of scattered habitation (please give details):

.....

.....

**iv) Mid Day Meal Scheme**

- Is every child up to VIII standard in Government and Government Aided Schools served mid day meal? :

.....

- Number of schools in which the scheme of mid day meal is being implemented:

.....



- Whether hot cooked food is served to children regularly for at least 200 days in a year? :

.....

- Is there any interruption? :

.....

➤ If so, what is the extent and reasons for the same:

.....

- **Quantity and quality of food served to the children:**

- Whether food provided to children meet the nutritional needs of children? :

.....

- If so, are children provided cooked food with minimum prescribed nutritional content of:

➤ 300 calories and 8-12 grams of protein to children upto primary stage:

.....

➤ 700 calories and 200 grams of protein to children of upper primary stage:

.....

- **Service of mid day meal:**

- Number of children enrolled in the schools:

.....

- Number of children attending the schools:

.....

- Number of children supplied mid day meal:

.....



- Authorities responsible for supplying mid day meal in:
  - Rural areas: .....
  - Urban areas: .....
- Who decides the menu? :  
.....
- Does the daily menu include rice/wheat preparation, dal and vegetables?:  
.....
- Is there variety in the food served or the same food is served everyday? :  
.....
- Are schools displaying their weekly menu at a place noticeable to community?:  
.....
- Whether children are given micronutrients (Iron, folic acid, vitamin – A dosage)?:  
.....
- Is there any gender/caste/community discrimination in cooking, serving and seating arrangements? :  
.....

### **Status of cooking food in the schools**

- Is food cooked by cooks and helpers? :  
.....
- Who is appointing cooks and helpers for cooking food?:  
.....
- What is the amount of remuneration paid to cooks and helpers:  
.....



- What is the mode of payment? :  
.....
- Are cooks and helpers paid remuneration regularly? :  
.....
- What is the social composition of cooks and helpers? :  
.....
- Are cooks and helpers include persons from SC/ST/OBC/Minority? :  
.....
- Are children asked to wash their hands before and after eating? :  
.....
- Do children take their meals in ordinary Manner? :  
.....

### Cooking infrastructural

- Pucca kitchen-shed-cum store : Tick the relevant  
 Constructed and in use: .....  
 Constructed but not in use: .....  
 Under construction: .....  
 Sanctioned but construction not started: .....  
 Not sanctioned: .....
- In case of non availability of pucca kitchen-shed where food is cooked and food grains/ingredients stored?:  
.....
- Whether adequate potable water is available for cooking and drinking purpose? :  
.....
- Whether utensils are available for cooking, storing and serving food? :  
.....



- If available, are these adequate? :  
.....
- What type of fuel is used?:
  - Gas stoves: .....
  - Kerosene stoves: .....
  - Firewood: .....
  - Is cooking process and storage of fuel safe and not posing any fire hazard? :  
.....
- Are schools/implementing agencies receiving food grains regularly?:  
.....
  - If not, what is the extent of delay and reasons for the same? :  
.....
  - How schools/implementing agencies manage to ensure that there is no disruption in the feeding programme? :  
.....
- Are buffer stock of one-month's requirement maintained? :  
.....
- Are food grains delivered at the school? :  
.....
- Is quality of food grain good? :  
.....
- Is school/implementing agency receiving cooking cost in advance regularly? :  
.....
  - If not, what is the extent of delay and reasons for it? :  
.....



- How school/implementing agency manages to ensure that there is no disruption in the feeding programme? :  
.....

- Is cooking cost paid in cash or through banks? :  
.....

### Inspection and supervision of Mid Day Meal

- Has Mid Day Meal programme been inspected by state/district/block level officers/officials? :  
.....

- What is the frequency of such inspections? :  
.....

- Extent of participation by Parents, VECs, Panchayats, Urban bodies in daily supervision, monitoring and participation:  
.....

- Is any roster of the community members maintained for supervision of the MDM? :  
.....

### Impact of Mid Day Meal

- Has the mid day meal improved:
  - The enrollment in schools: .....
  - Retention of children in schools: .....
  - Attendance of children in schools: .....
  - General well being (nutritional status) of children:  
.....
  - Any other incidental benefit: .....



**v) Right of Children for Free and Compulsory Education Act (RTE), 2009**

- Status of implementation of RTE in the State:
  - Is State government ensuring compulsory admission, attendance and completion of education for every child of 6-14 years?:  
.....
  - Are all children in the age group of 6-14 attending the school:  
.....
  - Is child above 6 years of age admitted in the Class appropriate to his/her age and provided special training to enable him/her to become at par with children of his/her age in the class?:  
.....
  - Is any child denied admission in the school for lack of age proof?:  
.....
  - Are schools admitting the children at any time during the academic session without insisting on the transfer certificate? :  
.....
  - Are children subjected to physical punishment/mental harassment? :  
.....
  - Is there any provision of 25% reservation for economically disadvantaged communities in admission to class one in private schools? :  
.....
  - Are children with disabilities included under the children belonging to disadvantaged group? :  
.....
  - Are children with multiple disabilities, severe disabilities provided home based education? :  
.....



### 3. Secondary Education

- Total number of schools in the State:  
.....
- | Types of schools | Numbers |
|------------------|---------|
| Government       | .....   |
| Government aided | .....   |
| Private          | .....   |
| Self financing   | .....   |
- Distance of the school from the habitation:  
.....
- | Are following facilities available in the schools                | Yes / No |
|--|----------|
| ◆ Adequate number of classrooms:                                 | .....    |
| ◆ Science laboratories:  | .....    |
| ◆ Computer laboratories:   | .....    |
| ◆ Libraries with adequate number of books on different subjects: | .....    |
| ◆ Art and craft rooms:   | .....    |
| ◆ Separate toilets for girls and boys:                           | .....    |
| ◆ Drinking water:  | .....    |
| ◆ First aid facilities:  | .....    |
| ◆ Recreational facilities:                                       | .....    |
| ◆ Play grounds:  | .....    |
| ◆ Residential hostels for teachers in remote areas:              | .....    |





- Staff Strength of Teachers and related Issues
  - Total sanctioned posts of teachers:  
.....
  - Number of teachers actually engaged in schools:  
.....
  - Number of vacancies:  
.....
  - What is the teacher-student ratio? :  
.....
  - If more than 1: 30, what steps are being taken to appoint additional teachers to bring down teacher-student ratio to 1: 30:  
.....
- Are teachers deployed for non-educational works other than decennial census; elections to Local authorities, State legislature and Parliament; and disaster relief?:  
.....
- Are teachers allowed to take private tuition? :  
.....
- If not, what mechanism is adopted to identify teachers taking private tuition:  
.....
- What steps are being taken to check teachers from taking private classes?:  
.....



- What is the focus of state on the following issues (please explain):
  - Subjects including science, mathematics, english and social studies etc:  
.....
  - In-service training of teachers:  
.....
  - Science laboratories:  
.....
  - Preference given to areas with concentration of SC/ST/ Minorities for opening new schools:  
.....
  - Special drive for weaker sections:  
.....
  - More female teachers in schools:  
.....
- Is curriculum reviewed and revised at regular intervals? :  
.....
  - If so, how frequently the meetings are held for revising curriculum:  
.....
  - Is revised/updated curriculum implemented effectively? :  
.....
  - Problems if any, faced in introducing revised curriculum:  
.....



- Are students coming from villages to schools in cities and town provided free transport facility?:  
.....
  - If so, are students issued free bus passes in the state:  
.....
  - Transport problems, if any faced by students in general and girls in particular in commuting:  
.....
- Are management committees functional in schools? :  
.....
  - If so, what is the constitution of management committees? :  
.....
  - Does management committees include representatives of parents/guardians and women? :  
.....
  - If so, what is the percentage of parents and women in management committees:  
.....
- Are teacher-parents meetings arranged regularly? :  
.....
  - If so, what is the frequency of these meetings:  
.....
- Are scholarship granted to following categories of students:
  - Girls students: .....



- Socially weaker sections including SC, ST and OBC students:  
.....
- Economically weaker section: .....
- Minority students: .....
- CBSE Merit scholarships to single girl child for pursuing under graduate studies:  
.....
- If so, number of scholarships granted to different categories of students in the last 2 years:  
.....
- Are scholarships granted in time? :
  - If not, please explain the reasons for delay in granting scholarships? :  
.....
- Are students suffering from HIV/AIDS treated equally with other students? :  
.....
  - If not, do they face following problems:
    - ◆ Reluctance on the part of school authorities to admit children having HIV/AIDS:  
.....
    - ◆ Asked to leave school on detection of HIV/AIDS:  
.....
    - ◆ Segregation of children suffering from HIV/AIDS from other Children:  
.....



- What efforts are being made to remove gender, socio-economic and disability barriers? :  
.....
- Are equal opportunities created for SCs/STs/OBCs; Minorities; and children of weaker sections to avail the education facilities without any discrimination? :  
.....
- If yes, are seats reserved for SCs,STs, OBCs, economically weaker students in different categories of private schools in the State:  
.....
  - If not, please explain reasons for not doing so:  
.....
- Share of SC/ST students in total enrolled of students in Government schools:  
.....
- Are SC/ST/Weaker section students treated equally with other students in the schools? :  
.....
  - If not, please explain: .....
- **Status of Girls Hostels:**
- Are 100 bedded girls hostel constructed in backward areas to?:
  - ♦ Make secondary and senior secondary education accessible to girl students in the age group of 14 to 18 years studying in IX-XII standards:  
.....
  - ♦ Enable girl students to continue their studies irrespective of the distance to schools and parents financial affordability:  
.....



- If so, how many girl hostels are there in the state:  
.....
- What is the intake capacity of these hostels? :  
.....
- How far are these hostels located from schools? :  
.....
- Are girls hostels monitored by female wardens? :  
.....
- Are 50 per cent seats in these hostels reserved for girls belonging to SC, ST, OBC, Minority and BPL families? :  
.....
- Problems faced if any in providing safe drinking water, adequate toilets facilities etc. in girls hostels:  
.....
- Are prescribed number of seats reserved in schools for disabled children?:  
.....
  - If not, please give reason for not doing so:  
.....
- Are following facilities provided in schools to make education accessible to students with disabilities? :
  - Barrier free access:  
.....
  - Books, stationary, teaching learning material, uniforms:  
.....
  - Transport allowance and reader allowance:  
.....



- Assistance devices and support services:  
.....
- Boarding and lodging facilities:  
.....
- Special teachers to teach these students:  
.....
- Special allowance for general teachers teaching children with disabilities:  
.....

#### 4. Scheme for Providing Quality Education for Madarsas (SPQEM)

- Please explain the status of implementation of SPQEM to:
  - Strengthen capacity of Madarsas for teaching formal curriculum subjects like science, mathematics, english, social studies through enhanced payment of teacher honorarium:  
.....  
.....
  - Arrange training to teachers after every two years in new pedagogical practices:  
.....
  - Provide books, libraries, teaching learning materials:  
.....
  - Providing scholarships to students of Minority community:  
.....
  - Provision of teaching-learning material:  
.....



- Linkages of Madarsas with National Institute of Open Schooling (NIOS) for providing formal education to enable children to get certificates for 5<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> standard:

.....  
 .....

- Extension of NIOS linkage for vocational education at Secondary and Higher Secondary stage of Madarsas:

.....

- What is the status of infrastructure in minority private aided and unaided schools (Please explain):

.....

- Is State Government giving preference in infrastructure development to private aided/unaided schools located in districts, blocks, towns having minority population of more than 20 per cent for the following (Please explain):

- Expanding formal education for children of minority communities:

.....

- Enhancing quality of education for children of minority communities:

.....

- Encouraging girls, children with special needs and those deprived educationally amongst minorities:

.....

- What is the status of funding the infrastructure development of minority institutions to the extent of 70 per cent and maximum 50 lakhs per institute for strengthening the following education and physical infrastructure? :





- Additional class rooms: .....
- Science and computer laboratories: .....
- Library room: .....
- Toilets blocks: .....
- Drinking water: .....
- Hostel building for girl students: .....

## 5. Adult Education

- How many adult education programmes are being conducted in a year? :  
.....
- Whether socio-economic profile is taken into consideration while identifying target groups?:  
.....
- Number of persons enrolled from weaker and deprived sections of the society:  
.....
- Share of women in total enrolment:  
.....
- Is there any difficulty in enrolling 25 per cent neo literates? :  
.....
- Whether courses are offered for improving their skills? :  
.....
- Are these courses conducted by resource persons? :  
.....
- How frequently these courses are arranged? :  
.....



- Impact of adult education on well-being of people (please explain):

.....

.....

## 6. Vocational Training:

- Number of vocational training schools in the State:  
.....
- How many formal and non-formal vocational centres are functioning in the state? :  
.....
- How many courses are offered in these schools? :  
.....
- Number of persons enrolled in vocational training schools every year:  
.....
- Number of persons availed vocational training through open schools in last two years:  
.....
- Are these schools having:
  - Well trained trainers:  
.....
  - Necessary educational aids like computers, sewing machines and material etc. for imparting training:  
.....
- Are outreach programmes carried out? :  
.....



➤ If yes, what type of outreach programmes are being carried out? :

.....

- Are training centres having some tie-ups with relevant organizations?:

.....

- Are interests of trainees and market requirements kept in mind while designing training programmes? :

.....

- Are training contents reviewed and revised in accordance with the market demand? :

.....

- What is the scope of employment after completion of training? :

.....

- Percentage of students employed on completion of their vocational training? :

.....

- Are employers offering such courses? :

.....

- If so, are employers arranging such courses free of cost for their employees or employees are required to pay some fees? :

.....

## 7. Technical Training

- Number of institutions providing technical education in the state:

.....

- Number of students enrolled in these institutions:

.....



- Number of trainers engaged for imparting technical training:  
.....
- Are newly recruited trainers provided any induction training? :  
.....
- What is the status of the following:
  - Conducting market surveys and studies periodically to design need based training programmes :  
.....
  - Provision of adequate funds to meet requirements of technical aids :  
.....
  - Updating training techniques:  
.....
  - Programmes undertaken for staff development:  
.....
- Number of employees provided in-service training:  
.....
- What is the status of setting up proper skill development councils? :  
.....
- Is proper inspection and monitoring mechanism adopted for inspecting technical institutions?:  
.....

## 8. Teachers Education

- Number of teachers training institutions in the state:  
.....



- Number of students enrolled in these institutions:  
.....
- Whether teachers education is planned and updated by incorporating necessary modifications to ensure comprehensive model of teachers training? :  
.....
- Whether curriculum framework prepared for teachers education is consistent with NCF 2005 vision?:  
.....
- Whether teaching courses are designed and teaching material is devised keeping in view the diverse conditions and needs? :  
.....
- What steps are being taken to bring synergy between different institutional structures?:  
.....

## IMPLEMENTATION OF DIFFERENT FOOD SCHEMES TO ENSURE FOOD SECURITY

### 1. Status of hunger and malnutrition in the State

- Number of people suffering from hunger and malnutrition:  
.....
- Degree of malnutrition among the following:
  - Elderly people: .....
  - Children: .....
  - Women: .....
- Number of undernourished people in the State:  
.....
- Number of deaths due to starvation and related causes:  
.....
- Please explain the main causes of malnutrition:  
.....

### 2. Measures imitative by the government to tackle the problem of malnutrition:

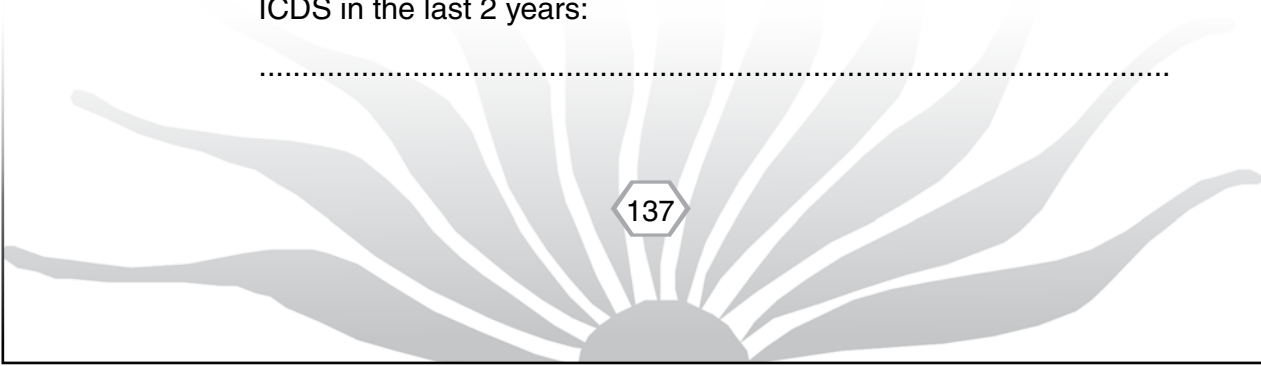
#### 1. Integrated Child Development Services (ICDS) Scheme to:

- Improve nutritional status of children in the age group of 0-6 year and pregnant women and nursing mother:  
.....



- Reduce malnutrition in the children:  
.....
- Provide supplementary nutrition to pregnant women and nursing mother :  
.....
- Is State Government implementing ICDS (please explain):  
.....
- Are Gram Panchayats conducting a survey to identify children below the age of 6 years and pregnant and nursing mothers:  
.....
- If so, what is the number of:
  - Children in the age group of 0-6 years:  
.....
  - Pregnant women and nursing mothers:  
.....
- Are Anganwadis workers:
  - Providing supplementary feeding support for 300 days in year:  
.....
  - Bridging the caloric gap between national recommended and average intake of children and women in low income and disadvantaged communities by providing:
    - ◆ 500 calories and 12-15 grams of protein to children of 6 to 72 months:  
.....
    - ◆ 800 calories and 20-25 grams of protein to severely malnourished children of 6-72 months:  
.....
    - ◆ 600 calories and 18-20 grams of protein to pregnant women and nursing mothers:  
.....

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## II) Antyodaya Anna Yojana (AAY)

- Is State Government implementing Antyodaya Anna Yojana to guarantee food safety to the poorest of the poor in rural and urban areas:  
.....
- Status of the following                      Numbers                      Percentage in total  
Total population of the State .....  
Persons incapable of having .....  
two square meals every day
- Status of implementation of Antyodaya Anna Yojana (AAY):
  - Are Gram Sabhas in rural areas and local bodies in urban areas identifying the beneficiaries from the poor families within the State?:  
.....
  - If so, are poorest of the poor in rural and urban areas issued special yellow ration card:  
.....
- Are special yellow ration card holders supplied:
  - Food grains through Public Distribution System (PDS):  
.....
  - 35 kg food grains per family per month:  
.....
  - Wheat @ Rs. 2 per kg and rice @ Rs. 3 per kg:  
.....
- Is State Government implementing the directions given by Supreme Court to Government of India to provide Antyodaya cards to all Primitive Tribal people?:  
.....



- If not, please give the reasons:

.....

- Impact of the Antyodaya Anna Yojana (AAY):

Poorest of the poor beneficiaries :	Numbers
➤ Identified by Gram Sabhas in rural areas	.....
➤ Identified by Local Bodies in urban areas	.....
➤ Special yellow cards issued	.....
➤ Beneficiaries actually provided their full quota of ration at prescribed price	.....
➤ Primitive Tribal People covered under the scheme	.....

### III) Annapoorna Yojana

- Is State Government implementing Annapoorna Yojana to cover :
  - Elderly male and female in the age group of 65 years or above:
 

.....
  - Destitute elderly persons having little or no regular means of subsistence from their own sources of income/ financial support from family members/other sources:
 

.....
  - Elderly persons not covered in State or Central Security Pension Scheme:
 

.....

Status of the following	Numbers	Percentage in total
Total population of the State	.....	
Eligible persons under Annapoorna Scheme	.....	.....



- Status of implementation of Annapoorna Yojana
  - Are Gram Sabhas in rural areas and local bodies in Urban areas identifying the destitute beneficiaries?:  
.....
  - If so, are they issued special green ration cards:  
.....
- Are special green ration card holders supplied:
  - 10 kg food grains to each card holder free of cost per month through Public Distribution System (PDS):  
.....
- Has Annapoorna Yojana discontinued in your State (please explain):  
.....
- Impact of the Annapoorna Yojana:

Destitute beneficiaries:	Numbers
Identified by Gram Sabhas in rural areas	.....
Identified by Local Bodies in urban areas	.....
Special Green cards issued	.....
Beneficiaries actually provided 10 kg food grains free of cost per month	.....

#### IV. The National Food Security Ordinance

- Has State Government initiated action on the said Ordinance?:  
.....
  - If so, is State Government involving Gram Panchayta and Nagar Palikas in identifying the priority households? :  
.....



- The Status of implementation of the following provisions of the National Food Security Ordinance providing food and nutritional security in the State:
  - Ensuring access to subsidized food grains of 5 kg per person per month at Rs. 3 per kg for rice, Rs. 2 per kg for wheat and Rs. 1 per kg for coarse grains to every priority household through Targeted Public Distribution System (TPDS):  
.....
  - Continuation of poorest of the poor covered under Antyodaya Anna Yojana to receive 35 kg food grains per household per month:  
.....
  - Nutritional support to pregnant women and lactating mothers:  
.....
  - Nutritional support to children up to 14 years:  
.....
  - Prevention and management of child malnutrition:  
.....
  - Food security allowance in case of non-supply of food grains or meals to entitled persons:  
.....
  - Issuing ration cards in the name of eldest women of the households who are not less than 18 years:  
.....
- What percentage of the population would be covered under the National Food Security in:
  - Rural areas: .....
  - Urban areas: .....



### 3. Public Distribution System in the State:

- What are the key components of the Public Distribution System (PDS) (Please explain):  
.....
- The agencies engaged in the Public Distribution System (PDS) (Please give details):  
.....
- What procedure is followed for:
  - Identifying eligible BPL, APL Households and Antyodaya:  
.....
  - Distribution of BPL, APL and Antyodaya ration cards :  
.....
- The quantity of subsidized goods supplied per month to the following category of the households :
  - BPL Households: .....
  - APL Households: .....
  - Antyodaya: .....
- How many families with ration card have migrated to other states?:  
.....
- How many families with ration cards of other States are residing in the State?:  
.....
- What mechanism is followed to make people aware about the arrival of the goods at Fair Price Shop (FPS)?:  
.....
- Does any diversion of essential commodities like wheat and rice takes place in the transit?:  
.....



- If so, please explain how frequently does this happen:  
.....
- Number of licensed Fair Price Shops in each District and State:  
.....
- How far Fair Price Shop are located from the residential area?:  
.....
  - Are Fair Price shops located within the radius of 5 km or more?:  
.....
- What is the standard of Fair Price Shop in following terms :
 

	Yes/No
➤ Information displayed	.....
➤ List of BPL Households	.....
➤ List of APL Households	.....
➤ Antodaya Beneficiaries	.....
➤ Entitlement of essential commodities	.....
➤ Scale of issued	.....
➤ Retail issue price	.....
➤ Timings of opening and closing of the shop	.....
➤ Stock of essential commodities received during the month	.....
➤ Opening and closing stock of essential commodities	.....
➤ Authority for redressal of grievances	.....
- Are sample of food grains displayed in the shops? :  
.....



- The number of households not lifting their entitled quantity of goods due to lack of resources:  
.....
- Are records of ration card holders maintained in the Fair Price Shops? :  
.....
  - If so, are these records kept in sale and issue register:  
.....
  - If not, please give reasons:  
.....
- Do they furnished the copies of specified documents i.e. ration card register, stock register, sale register to the Gram Panchayat/Nagar Palika/Vigilance Committee?:  
.....
  - If no, please explain? :  
.....
- Are complaints made relating to the following:
  - Quality of commodities: .....
  - Bogus ration cards: .....
  - Missing ration card: .....
  - False entries in the sale/ issue register of the Fair Price Shop:  
.....
  - If so, please explain the action taken:  
.....
- Is the Public Distribution System working effectively in the State? :  
.....



➤ If not, please explain reasons:

.....

- Will UIDAI help PDS in resolving the problem of bogus ration cards?:

.....

- Will involvement of technology reduce the diversion of PDS commodities?:

.....

➤ If so, please explain:

.....

#### 4. Mid Day Meal : (Covered under the Education)



## IMPLEMENTATION OF NATIONAL HEALTH MISSION

### 1. Sub Health Centre

#### ❖ Antenatal Care

- Are all pregnant women registered before 12<sup>th</sup> week of pregnancy or later (please explain):  
.....
- Are pregnant women asked to visit The antenatal clinic for at least 4 check-ups? :  
.....
- Are pregnant women provided the following services:      Yes/No
  - General examination such as weight, BP: .....
  - Anemia check-up: .....
  - Abdominal examination: .....
  - Folic acid supplementation in the first trimester: .....
  - Iron and folic acid supplementations from the 12 weeks: .....
  - Injection tetanus toxoid: .....
  - Treatment of anemia etc. : .....
  - Skilled attendance of ANMs and LHV's at birth: .....
  - Minimum laboratories investigation like hemoglobin, urine albumen and sugar: .....



- Identification of high risk pregnancies: .....
- Appropriate and prompt referral: .....
- Counseling: .....

❖ **Intranatal Care:**

- Provision of following intranatal care facilities for pregnant women Yes/No
  - Institutional deliveries: .....
  - Skilled attendance at home deliveries as and when called for: .....
  - Appropriate and prompt referral: .....

❖ **Postnatal Care**

- Are following services provided Yes/No
  - Minimum 2 postpartum home visits: .....
  - First visit- within 48 hours of delivery: .....
  - Second visit – within 7 to 10 days: .....
  - Counseling on diet, rest, hygiene and contraception: .....
  - Essential care of new born infants and young child feeding: .....

❖ **Child Health**

- Availability of following child health services Yes/No
  - Essential new born care: .....
  - Promotion of exclusive breast feeding for six months: .....
  - Full immunizations of all infants and children against vaccine preventable disease: .....
  - Prevention and control of childhood diseases like malnutrition and infection etc.: .....



❖ **Family Planning and Contraception**

- |   |        |
|---|--------|
| • Provision of following family planning services   | Yes/No |
| ▪ Education, motivation, and counseling to adopt appropriate family planning method:        | .....  |
| ▪ Provision of contraceptives:  | .....  |
| ▪ Follow-up services to eligible couples adopting permanent methods (Tubectomy/ vasectomy): | .....  |
| ▪ Counseling and appropriate referral for safe abortion services for those in need:         | .....  |

**2. Primary Health Centre (PHC)**

- Population covered (please tick the relevant):
  - 20,000 in hilly and tribal areas: .....
  - 30000 in plains: .....
- If less, please give reasons for the same:  
.....
- Availability of emergency service for 24 hours:  
.....

❖ **Location of PHCs**

- Whether located at an easily accessible area?:  
.....
- Distance of PHCs from the farthest village in coverage area (in kms.):  
.....
- Travel time to reach the PHC from farthest village in coverage area (in minutes):  
.....
- Distance of PHC from the Community Health Centre (in kms.):  
.....
- Distance of PHC from District Hospital (in kms.):  
.....



❖ **Infrastructure**

- Are PHCs located in designated Government buildings?:  
.....
- If not, are PHCs located in rented premises/other buildings:  
.....
- Area of the PHC building :  
.....
- Are following available in PHCs :
  - Compound boundary wall/fencing: .....
  - If yes, is boundary wall have a gate: .....
  - Emergency room: .....
  - OPD rooms/cubicles: .....
  - Waiting room for patients: .....
  - Family welfare clinic: .....
  - Labor rooms: .....
- Number of observation/indoor beds:  
.....
  - If number of beds is less than 6, please give reasons:  
.....
- Separate wards for male and females:  
.....
- No. of beds for:
  - Males: .....
  - Females: .....
- Actual bed occupancy in last two years:  
.....



## ❖ Equipment

• Are following equipment available in PHCs	Yes/No
▪ Blood Pressure Instrument and Stethoscope:	.....
▪ Sterilized delivery sets	.....
▪ Neonatal, Pediatric and Adult Resuscitation kit:	.....
▪ Weighing Machine (Adult and Infant / newborn):	.....
▪ Needle Cutter:	.....
▪ Radiant Warmer:	.....
▪ Suction Apparatus:	.....
▪ Facility for Oxygen Administration:	.....
▪ Autoclave:	.....
▪ Deep Freezer:	.....
▪ Emergency Tray with emergency injections:	.....
▪ MVA/EVA Equipment:	.....

## ❖ Examination Facilities at PHCs:

• Availability of following examination facilities at PHCs	Yes/No
▪ Routine stool, urine and blood tests:	.....
▪ Blood grouping:	.....
▪ Bleeding time, clotting time:	.....
▪ Diagnosis of RTI/STD with wet mounting, grams stain etc.:	.....
▪ Sputum testing for TB:	.....
▪ Blood smear examination for malaria parasite:	.....
▪ Rapid test for pregnancy:	.....
▪ RPR test for syphilis/YAWS surveillance (in high epidemic areas only):	.....
▪ Rapid test for HIV:	.....
▪ Others, if any:	.....



❖ **Laboratory Equipment**

- Are following laboratory equipment available Yes/No
  - Microscope: .....
  - Hemoglobinometer: .....
  - Centrifuge: .....
  - Semi Autoanalyzer: .....
  - Reagents and Testing Kits: .....

❖ **Services available in PHCs**

❖ **OPD Services**

- Are OPD services available for 4 hours in the morning and 2 hours in the afternoon/evening?:  
.....
- If yes, what are the timings for OPD in the morning and evening:  
.....
- Number of OPD rooms/cubicles available:  
.....
- | Staff available      | Yes/No | Number |
|----------------------|--------|--------|
| ▪ Doctors:           | .....  | .....  |
| ▪ Staff nurses:      | .....  | .....  |
| ▪ Paramedical staff: | .....  | .....  |
| ▪ ANMs:              | .....  | .....  |
| ▪ AWW:               | .....  | .....  |
- Average daily OPD attendance:
  - Males: .....
  - Females: .....



❖ **Assured Services**

- |   |        |
|---|--------|
| • Availability of Assured Services  | Yes/No |
| ▪ Registration of pregnant women in PHCs before 12 <sup>th</sup> week of their pregnancies:   | .....  |
| ▪ Are they registered and given care if come later than 12 <sup>th</sup> week of pregnancies: | .....  |
| ▪ OPD services:   | .....  |
| ▪ Emergency services for 24 hours:  | .....  |
| ▪ Referral services:  | .....  |
| ▪ Inpatient services:   | .....  |

❖ **Treatment of Specific Cases**

- |   |        |
|---|--------|
| • Treatment provided for following cases            | Yes/No |
| ▪ Primary management of wounds:                     | .....  |
| ▪ Primary management of fractures:                  | .....  |
| ▪ Minor surgeries like drainage of abscess etc.:    | .....  |
| ▪ Primary management of poisoning, snake bite etc.: | .....  |
| ▪ Primary management of burns:                      | .....  |

❖ **Mother Child Health Care including Family Welfare**

- |  |        |
|--|--------|
| • Availability of following services                                     | Yes/No |
| ▪ Ante-natal care:   | .....  |
| ▪ Intra-natal care (24 hour delivery services both normal and assisted): | .....  |
| ▪ Post-natal care:   | .....  |
| ▪ New born care:   | .....  |
| ▪ Child care including immunization:                                     | .....  |



- Family planning: .....
- MTP: .....
- Facilities under Janani Suraksha Yojana; .....

❖ **Specific services:**

- Availability of specific services in PHCs Yes/No
  - Holding Antenatal clinics regularly: .....
  - Facility of normal delivery for 24 hours: .....
  - Facility for Tubectomy and vasectomy: .....
  - Facility of internal examination for gynecological conditions: .....
  - Treatment for gynecological disorders like leucorrhoea, mensutubectomral disorder: .....
  - Facility for MTP(abortion): .....
  - Treatment for anemia for both pregnant and non-pregnant women: .....
  - Management of low weight babies: .....
  - Provision of Immunization: .....
  - Regular provision of BCG and Measles vaccine: .....
  - Treatment of children with pneumonia: .....
  - Management of children suffering from diarrhea with severe dehydration: .....

❖ **Other functions and services**

- Other functions and services performed in PHCs Yes/No
  - Nutrition services: .....
  - School Health Programmes: .....
  - Promotion of safe water supply: .....
  - Promotion of sanitation facilities: .....





- Prevention and control of locally endemic diseases: .....
- Disease surveillance and control of epidemics: .....
- Collection and reporting vital statistics: .....
- Education about health/behavior change communication : .....
- National Health Programmes including HIV/AIDS control Programmes: .....
- Ayush services as per local preferences: .....
- Rehabilitation services: .....

❖ **Drugs and Supplies**

- Are following available in adequate quantity Yes/No

**a. Drugs**

- IFA tablets .....
- IFA tablets (blue) .....
- IFA syrup with dispenser .....
- Vitamin A syrup .....
- ORS packets .....
- Zinc tablets .....
- Injection Magnesium Sulphate .....
- Injection Oxytocin .....
- Misoprostol tablets .....
- Mifepristone tablets .....
- Antibiotics .....
- Labeled emergency tray .....
- Drugs for hypertension, Diabetes, common ailments e.g PCM, anti-allergic drugs etc. ....



- Vaccine stock .....

**b. Supplies**

- Pregnancy testing kits: .....
- Urine albumin and sugar testing kit: .....
- OCPs: .....
- EC pills: .....
- IUCDs: .....
- Sanitary napkins: .....

**c. Essential consumables:**

- Gloves, Mackintosh, Pads, bandages and gauze etc.  
.....
- Are PHCs displaying available stock of essential drugs:  
.....
- Is computerized inventory of drugs and supplies maintained in PHCs:  
.....

❖ **Staffing pattern of PHCs**

- | • Staff strength                            | Yes/No | Numbers |
|---|--------|---------|
| ▪ Doctors:                                  | .....  | .....   |
| ▪ ANM ( Auxiliary nurse midwife):           | .....  | .....   |
| ▪ AWW (Agnawadi Workers):                   | .....  | .....   |
| ▪ ASHA (Accredited Social Health Activist): | .....  | .....   |
| ▪ Health Assistant (Male):                  | .....  | .....   |
| ▪ Laboratory Technician:                    | .....  | .....   |
| ▪ Multi skilled Group D worker:             | .....  | .....   |
| ▪ Accountant/ clerk:                        | .....  | .....   |



- Sanitary Worker cum watchman: .....
- Are Lady Health Visitors visiting the PHCs? :  
.....
- If so, how frequently? :  
.....

❖ **Provision of Training**

- | • Training provided to   | Yes/ No |
|--|---------|
| ▪ Tradition birth attendants   | .....   |
| ▪ Health worker (female)   | .....   |
| ▪ Health worker (male)   | .....   |
| ▪ Training of ASHAs  | .....   |
| ▪ Training of health workers in antenatal care and skilled birth attendance. | .....   |

❖ **Status of water supply in PHCs:**

- Sources of water (please indicate the relevant):
  - Hand pump/ piped water/ submersible pump:  
.....
- Whether water is stored in overhead tanks ?:  
.....
  - If Yes, what is the capacity of overhead tanks:  
.....
- Are overhead tanks cleaned regularly?:  
.....

❖ **Sanitation conditions in PHCs**

- The number of toilets and washrooms in the PHCs:  
.....



- What is the toilet- patient ratio?:  
.....
- Is there regular supply of water in the toilets and washrooms?:  
.....
- Cleanliness of the following                      Good              Fair              Poor
  - OPD: .....              .....              .....
  - Wards: .....              .....              .....
  - Toilets: .....              .....              .....
  - Premises (compound): .....              .....              .....
- Are any of the following is close to PHC                      Yes/No
  - Garbage dump: .....              .....
  - Cattle sheds: .....              .....
  - Stagnant pool: .....              .....
  - Pollution from industry: .....              .....
- Type of sewerage system:
  - Soak pit: .....
  - Connected to municipal sewerage: .....
  - How waste is disposed of (please specify): .....

❖ **Status of electricity in PHCs**

- Is electricity available in PHCs? :  
.....
- Is supply of power regular? :  
.....
- Is standby facility of generator available in working condition? :  
.....

❖ **Ambulance Facilities**

- Is ambulance faculty is available?:  
.....



- If not, how patients are transferred to CHCs and District Hospital:  
.....

### 3. Community Health Centre (CHCs)

#### ❖ Location of CHC

- Whether CHC is easily accessible from nearest road end?:  
.....

- Distance of CHCs from the PHCs (in kms.):  
.....

- Travel time to reach the CHC from farthest PHC (in minutes):  
.....

- Distance of CHC from the District Hospital (in kms.):  
.....

#### ❖ Infrastructure

- Total area of the CHC (in Sq.mtrs.):  
.....

- Total builtup area in Sq. mtrs.):  
.....

- Number of OPD rooms:  
.....

- Availability of the following :

- Operation theatre: .....
- Functional labour room: .....
- Well equipped laboratory: .....
- New born care centre: .....
- New born stabilization unit: .....



- Authorized bed strength of CHC:  
.....
- Actual average bed occupancy in last 2 years:  
.....
- Separate wards for male and females :  
.....
- Number of beds in each wards:  
.....
- Distance between two beds:  
.....
- Separate toilets for male and female :  
.....
- Condition of the building:
  - Is it good/fair/poor? :  
.....
- Number of Staff quarters available for:
  - Doctors: .....
  - Staff Nurses: .....
  - Paramedical staff: .....

❖ **Equipment: Same as PHCs**

❖ **Facilities in CHCs**

- |  |        |
|--|--------|
| • Facilities available to take care of routine and emergency cases:      | Yes/No |
| ➤ Incision and drainage:   | .....  |
| ➤ Surgery for Hernia, Hydrocele, Appendicitis, Hemorrhage, Fistula etc.: | .....  |
| ➤ Intestinal obstruction, Hemorrhage etc.:                               | .....  |



- Dengue, Hemorrhagic fever, Cerebral Malaria etc.: .....
- Round the clock delivery services including normal and assisted deliveries: .....
- Surgical interventions like caesarean and other medical interventions: .....
- Family planning services including laparoscopic services: .....
- Safe abortion services: .....
- Newborn care: .....
- Sick children care: .....
- Nasal packing: .....
- Tracheotomy: .....
- Foreign body removal: .....

❖ **Programmes run in the CHCs**

- Are CHCs running following: Yes/No
  - Tuberculosis control programmes through Diagnostic and treatment Services: .....
  - HIV/AIDS control programmes: .....
  - National Vector Borne Disease Control programme: .....
  - National Leprosy Eradication Programme: .....
  - National Programmes for control of blindness: .....

❖ **Integrated Disease Surveillance Project**

- Does CHC perform the following functions Yes/No
  - Function as peripheral Surveillance unit: .....
  - Collate, analyze and report information to .....



district surveillance unit:

- Initiate appropriate action in outbreak situation .....

**v Examination Facilities at CHCs:**

• Availability of following examination facilities at CHCs	Yes/No
➤ Routine stool, urine and blood tests:	.....
➤ Blood grouping:	.....
➤ Hemoglobin:	.....
➤ CBC:	.....
➤ Urine albumin and sugar:	.....
➤ Serum Bilirubin test:	.....
➤ Blood sugar:	.....
➤ RPR (Rapid Plasma Reagin) test:	.....
➤ Malaria (PS or RDT):	.....
➤ T.B. (Sputum for AFB):	.....
➤ HIV (RDT):	.....
➤ Rapid test for pregnancy:	.....
➤ Others, if any:	.....

❖ **Laboratory equipment:** Same as PHCs

❖ **Equipment:** Same as PHCs

❖ **Drugs and Supplies:** Same as PHCs

❖ **Staffing Pattern**

• Staff strength	Sanctioned posts	Filled posts	Vacant posts
➤ Medical officer	.....	.....	.....
➤ MO – AYUSH	.....	.....	.....





➤ Staff Nurse/GNMs	.....	.....	.....
➤ Health workers (F)	.....	.....	.....
➤ Health Assistant (Male)	.....	.....	.....
➤ ANMs	.....	.....	.....
➤ Pharmacist	.....	.....	.....
➤ Laboratory Technician	.....	.....	.....
➤ Multi skilled Group D worker	.....	.....	.....
➤ Accountant/ clerk	.....	.....	.....
➤ Sanitary Worker cum watchman	.....	.....	.....

❖ **Provision of Training**

• Training provided in	Yes/No
➤ BeMOC :	.....
➤ SBA :	.....
➤ MTP/MVA :	.....
➤ NSV :	.....
➤ IMNCI :	.....
➤ F-IMNCI :	.....
➤ NSSK :	.....
➤ Mini Lap :	.....
➤ IUD :	.....
➤ RTI / STI :	.....
➤ Immunization and cold chain :	.....
➤ Others :	.....



❖ **Water Supply**

- What are the sources of water?:  
.....
- Is supply of water adequate for drinking, bathing, washing and cleaning? :  
.....
- What is the daily per capita availability of water?:  
.....
- How water is stored in CHCs? :  
.....
- What is the storage capacity of CHCs? :  
.....
- Are arrangements made to ensure supply of clean potable water?:  
.....
- Whether water is tested at regular intervals to ensure supply of clean potable water? :  
.....
- If yes, how frequently the water is tested? :  
.....
- What action is taken if impurities are detected (please explain):  
.....

❖ **Sanitation**

- Number of toilets in the CHCs:  
.....
- What s the toilet to patient ratio?:  
.....



- Is there 24 hour running supply of water in the toilets?:  
.....
- Is standard of cleanliness of the following Good, fair, poor, (please indicate the relevant):
  - Toilets: .....
  - OPD: .....
  - Wards: .....
  - Labor room: .....
  - CHC premises: .....
- Type of sewerage system:
  - Soak pit: .....
  - Connected to municipal sewerage: .....
- Availability of mechanism for waste management :  
.....

❖ **Status of Electricity in CHCs**

- Is supply of electricity regular in CHCs? :  
.....
- Is standby facility of functional generator available? :  
.....

❖ **Ambulance Facilities**

- Is ambulance facility available? :  
.....
- If not, how patients are transferred to District Hospital or other hospitals:  
.....

**4. District Hospital**

❖ **Type of District hospital available :**



- Grade I: District Hospital for 500 beds:  
.....
- Grade II: District Hospital for 400 beds:  
.....
- Grade III: District Hospital for 300 beds:  
.....
- Grade IV: District Hospital for 200 beds:  
.....
- Grade V: District Hospital for 100 beds:  
.....
- Does District hospital serve:
  - Rural and urban population:  
.....
  - 85 per cent population of the district:  
.....

❖ **Location of the district Hospital:**

- Distance of hospital from (in kms.):
  - Bust stand: .....
  - Railway station: .....
  - CHCs in the district: .....
  - PHCs in the district: .....
- Can it be reached by:
  - Public transport: .....
  - Private transport: .....



- Are directions to hospital displayed on approach roads in English, Hindi and local languages?:  
.....

❖ **IEC material**

- Is IEC material displayed to give following information      Yes/No
  - Timings of hospital: .....
  - Citizen Charter: .....
  - List of available services: .....
  - List of essential drugs: .....
  - Protocol Posters: .....
  - JSSK entitlements: .....
  - Immunization Schedule: .....
  - JSY entitlements: .....

❖ **Infrastructure of the hospital:**

- Total land area of the hospital (in sq. mtrs.)  
.....
- Total built up area of the hospital (in sq. mtrs):  
.....
- Is there a boundary wall all around the hospital?:  
.....
- Number of entry and exit gates:  
.....
- Availability of the following      Yes/No      Number
  - Emergency rooms: ..... .....
  - ICU rooms: ..... .....
  - Waiting rooms for patients and attendants: ..... .....
  - Registration counters: ..... .....



- |                             |       |       |
|-----------------------------|-------|-------|
| ▪ OPD rooms:                | ..... | ..... |
| ▪ Laboratories:             | ..... | ..... |
| ▪ Imaging centre:           | ..... | ..... |
| ▪ Operation theaters:       | ..... | ..... |
| ▪ Labor rooms:              | ..... | ..... |
| ▪ Pharmacy:                 | ..... | ..... |
| ▪ General wards:            | ..... | ..... |
| ▪ Private wards:            | ..... | ..... |
| ▪ Male medical wards:       | ..... | ..... |
| ▪ Male surgical wards:      | ..... | ..... |
| ▪ Female medical wards :    | ..... | ..... |
| ▪ Female surgical wards:    | ..... | ..... |
| ▪ Maternity wards:          | ..... | ..... |
| ▪ Pediatric wards:          | ..... | ..... |
| ▪ Nursery:                  | ..... | ..... |
| ▪ Burn wards:               | ..... | ..... |
| ▪ Orthopedic wards:         | ..... | ..... |
| ▪ Isolation wards:          | ..... | ..... |
| ▪ Bathrooms:                | ..... | ..... |
| ▪ Toilets:                  | ..... | ..... |
| ▪ Medical record room:      | ..... | ..... |
| ▪ Kitchen/pantry:           | ..... | ..... |
| ▪ Store rooms:              | ..... | ..... |
| ▪ Laundry:                  | ..... | ..... |
| ▪ Residential quarters for: |       |       |
| ➤ Doctors:                  | ..... | ..... |
| ➤ Paramedical staff:        | ..... | ..... |
| ➤ Administrative staff:     | ..... | ..... |



- Administrative blocks: .....
- Small parks: .....

❖ **Functions of district Hospital:**

- Providing following services : Yes/No
  - Effective, affordable health care services: .....
  - Curative including specialist services: .....
  - Preventive services: .....
  - Promotive services: .....
  - Services of secondary referral centre for public health institutions including sub-centre, Primary Health Centres, and Community Health Centres: .....
  - Technical and administrative support: .....
  - Education and training for primary health care: .....

❖ **Services provided by District Hospitals:**

**a. General specialties services**

- Are district hospitals providing following general specialties services. Yes/ No
  - Emergency (Accident & other emergency): .....
  - Critical/Intensive Care (ICU services): .....
  - General Medicine: .....
  - General Surgery: .....
  - Obstetric & Gynecology: .....
  - Family Planning services like IUCD, NSV, Minilap and lap sterilization: .....
  - Pediatrics including Neonatology: .....
  - Anesthesia: .....



- Ophthalmology: .....
- ENT services: .....
- Dental care: .....
- Orthopedics: .....
- Radiology including ultrasonology: .....
- Psychiatry services: .....
- Geriatric Services: .....
- Health promotion and Counseling Services: .....
- District Public Health Unit: .....
- DOT centre: .....
- AYUSH: .....
- Blood Bank: .....
- Disability Certification Services: .....
- Services under Other National Health Programmes: .....

**b. Diagnostic and other Para Clinical Services**

- Are following diagnostic and other Para clinical services available in the district hospital: Yes/No
  - Laboratory including Pathology and Microbiology services: .....
  - Imaging services: .....
  - Sonography: .....
  - ECG: .....
  - Endoscopy: .....
  - Blood transfusion services: .....
  - Physiotherapy: .....





- Dental Technology (Dental Hygiene): .....
- Drugs and Pharmacy: .....

**c. Ancillary and support services**

- Are following ancillary and support services available in the hospital: Yes/No
  - Medico-legal/post mortem: .....
  - Ambulance services: .....
  - Drug storage services: .....
  - Dietary services: .....
  - Laundry services: .....
  - Security services: .....
  - Waste management including Biomedical Waste: .....
  - Ware housing/central store: .....
  - Equipment maintenance and repair: .....
  - Electric Supply (power generation and stabilization): .....
  - Water supply (plumbing): .....
  - Heating, ventilation and air-conditioning: .....
  - Transport services: .....
  - Communication services: .....
  - Medical Social Work: .....
  - Nursing Services: .....
  - CSSD- Sterilization and Disinfection services: .....
  - Horticulture (Landscaping): .....
  - Refrigeration: .....
  - Hospital Infection Control: .....



- Referral Services: .....
- Grievance redressal services .....

❖ **Procedure done in the hospital:**

- | • Are facilities for following procedure available in the hospital | Yes/No |
|--|--------|
| ▪ CT Scan:   | .....  |
| ▪ MRI:   | .....  |
| ▪ X-Ray:   | .....  |
| ▪ Pleural Aspiration:  | .....  |
| ▪ Pleural Biopsy:  | .....  |
| ▪ Bronchoscopy:  | .....  |
| ▪ Lumbar Puncture:   | .....  |
| ▪ Pericardial tapping:   | .....  |
| ▪ Skin scraping for fungus/AFB:                                    | .....  |
| ▪ Skin Biopsies:   | .....  |
| ▪ Abdominal tapping:   | .....  |
| ▪ Liver Biopsy:  | .....  |
| ▪ Liver Aspiration:  | .....  |
| ▪ Fibrotic Endoscopy:  | .....  |
| ▪ Peritoneal dialysis:   | .....  |
| ▪ Hem dialysis:  | .....  |
| ▪ Bone Marrow Biopsy:  | .....  |
| ▪ Catheterization:   | .....  |
| ▪ Nebulization:  | .....  |
| ▪ Immunization:  | .....  |
| ▪ ECG:   | .....  |
| ▪ TMT:   | .....  |



- Holter: .....
- Thrombolytic Therapy: .....
- Angiography: .....
- Endoscopic Specialized Procedures: .....
- Sigmoidoscopy and Colonoscopy: .....
- Foreign Body Removal: .....
- Laparoscopy: .....
- Modified ECT: .....
- Narco-analysis: .....

❖ **Staffing pattern of the hospital:**

**a. Medical doctors and specialist:**

• Staff strength in	Sanctioned posts	Filled posts	Vacant posts
▪ Medicine:	.....	.....	.....
▪ Surgery:	.....	.....	.....
▪ Obstetric & Gynae:	.....	.....	.....
▪ Pediatrics:	.....	.....	.....
▪ Anesthesia:	.....	.....	.....
▪ Ophthalmology:	.....	.....	.....
▪ Orthopedics:	.....	.....	.....
▪ Radiology:	.....	.....	.....
▪ Pathology:	.....	.....	.....
▪ ENT:	.....	.....	.....
▪ Dental:	.....	.....	.....
▪ Dermatology:	.....	.....	.....
▪ Psychiatry:	.....	.....	.....
▪ Microbiology:	.....	.....	.....



- Forensic Specialist: ..... .
- AYUSH Specialist: ..... .
- What is the doctor-patient ratio?:  
..... .
- What is the specialist-patient ratio?:  
..... .

**b. Nurses and Paramedical staff**

Staff strength	Sanctioned posts	Filled posts	Vacant posts
▪ Staff Nurse:	.....	.....	.....
▪ Laboratory Technician:	.....	.....	.....
▪ Pharmacist:	.....	.....	.....
▪ Radiographer:	.....	.....	.....
▪ ECG/ECO Technician:	.....	.....	.....
▪ Audiometrician:	.....	.....	.....
▪ Biomedical Engineer:	.....	.....	.....
▪ EEG Technician:	.....	.....	.....
▪ Dietician:	.....	.....	.....
▪ Physiotherapist:	.....	.....	.....
▪ O.T. Technician:	.....	.....	.....
▪ CSSD Assistant:	.....	.....	.....
▪ Social Worker:	.....	.....	.....
▪ Counselor:	.....	.....	.....
▪ Dermatology Technician:	.....	.....	.....
▪ Cyto-Technician:	.....	.....	.....
▪ PFT Technician:	.....	.....	.....
▪ Dental Technician:	.....	.....	.....
▪ Darkroom Assistant:	.....	.....	.....



- Rehabilitation Therapist: ..... ..
- Storekeeper: ..... ..
- What is Nurse-patient ratio in:
  - ICU: ..... ..
  - Emergency wards: ..... ..
  - Special wards: ..... ..
  - General ward: ..... ..
  - Operation theater: ..... ..
  - Labor ward: ..... ..

**c. Administrative Staff**

Staff strength	Sanctioned posts	Filled posts	Vacant posts
▪ Hospital Administrator: .....	.....	.....	.....
▪ Housekeeper/manager: .....	.....	.....	.....
▪ Medical Records officer: .....	.....	.....	.....
▪ Medical Record Assistant: .....	.....	.....	.....
▪ Accounts/Finance: .....	.....	.....	.....
▪ Administrative officer: .....	.....	.....	.....
▪ Office Assistant Grade I: .....	.....	.....	.....
▪ Office Assistant Grade II: .....	.....	.....	.....
▪ Drivers: .....	.....	.....	.....
▪ Technician: .....	.....	.....	.....

❖ **Equipment available in the Hospital**

- |  |         |
|--|---------|
| • Are following equipment available in the hospital: | Yes/ No |
| ▪ Imaging equipments: .....                          | .....   |
| ▪ X-Ray room accessories: .....                      | .....   |



- Cardiac equipments: .....
- Labour ward, Neo Natal and Special Newborn Care Unit (SNCU) Equipments: .....
- Immunization Equipments: .....
- Ear, Nose, Throat Equipments: .....
- Eye Equipments: .....
- Dental Equipments: .....
- Operation Theatre Equipment: .....
- Laboratory Equipments: .....
- Surgical Equipment Sets: .....
- Physical Medicine and Rehabilitation (PMR): .....
- Endoscopy Equipments: .....
- Anesthesia Equipments: .....
- Furniture & Hospital Accessories: .....
- Post Mortem equipments: .....
- Radiotherapy: .....

❖ **Emergency/ ICU Services**

- Number of rooms in:
  - Emergency ward: .....
  - ICU ward: .....
- Number of sanctioned beds in:
  - Emergency ward: .....
  - ICU ward: .....
- Number of functional beds in:
  - Emergency ward: .....
  - ICU ward: .....



❖ **Status of Medical staff in Emergency Ward/ICU**

- Number of Doctors: .....
- Number of Paramedical staff: .....
- Are specialists available on call? : .....
- Number of specially trained in ICU:
  - Doctors: .....
  - Nurses: .....
  - ICU staff: .....
- The condition of ICU laboratories:  
.....
- Availability of medicine in:
  - Emergency ward (Adequate or inadequate):  
.....
  - ICU(Adequate or inadequate):  
.....
- Doctors-patient ratio in:
  - Emergency: .....
  - ICU: .....
- Nurse-patient ratio in:
  - Emergency: .....
  - ICU: .....
- Emergency staff- patient ratio in:
  - Emergency: .....
  - ICU: .....



- Emergency facilities provided in case of pregnancy (please explain):  
.....
- Are gynecologist present in hospital to attend emergent cases?:  
.....
- What formalities are required to be done in emergency cases (please explain):  
.....
- Number of persons treated in emergency in last 2 years:  
.....

❖ **OPD**

- Number of registration counter in the hospital:  
.....
- Number of registration clerks:  
.....
- Are there separate queues at registration counters for:
  - Males: .....
  - Females: .....
  - Elderly persons: .....
  - Physically handicapped: .....
- Is registration free or patients required to pay some fees? :  
.....
- Are patients given proper receipt of registration? :  
.....
- Examination facilities available in the OPD (please give details):  
.....
- Are technician available to carry out required tests?:  
.....





- Number of pharmacy counters in the OPD:  
.....
- Number of pharmacists posted in OPD:  
.....
- Is supply of medicine adequate?:  
.....
- Are all patients provided free medicines:  
.....
  - If not, please give details of patients supplied free medicines:  
.....

❖ **IPD**

❖ **Admissions**

- Are patients required to fill some forms before admission?:  
.....
  - If yes, do patients/attendant understand what is written in the form:  
.....
- Are patients required to pay some admission fees?:  
.....
  - If yes, how much are they required to pay:  
.....

❖ **Living Conditions of Patients in the IPD:**

❖ **Availability of Space**

- What is the authorized bed capacity of the hospital? :  
.....
- The actual number of patients housed in the hospital:  
.....



- Average occupancy rate:  
.....
- Distance between two beds:  
.....
- Per capita space available in the wards:  
.....

#### ❖ **Staff Strength in IPD**

- Staff posted in IPD (in numbers):
  - Doctors: .....
  - Staff nurses/Nurses: .....
  - Paramedical staff: .....
- Are patients treated by specialist:  
.....
  - If not, are they referred to outside hospitals or specialist from outside hospitals called to attend patients (please explain):  
.....
- Number of rounds taken by :
  - Doctors: .....
  - Nurses: .....
- Are doctors examining the health status of patients everyday?:  
.....
- Are nurses providing timely medicine to the patients?:  
.....

#### ❖ **Provision of Food**

- Are all patients provided free food?:  
.....
- If not, the category of patients provided free food:  
.....
- Are patients provided balanced and nutritious food?:  
.....



- Is food supplied to patients contains adequate amount of calories and proteins?:  
.....
- What is the daily per capita expenditure on food?:  
.....
- Is special food provided to:
  - Mothers of newly born babies: .....
  - T.B patients: .....
  - HIV patients: .....
- If yes, please give details of food provided to them:  
.....
- Are patients supplied food as recommended by the doctors?:  
.....
- Is menu prepared in consultation with the dieticians?:  
.....
- Is food cooked in the modern kitchen and hygienic environment ?:  
.....
  - If not, (please explain): .....
- Who supervises the cooking of food? :  
.....
- Mode of cooking:
  - LPG: .....
  - Firewood: .....
  - Any other: .....
- Are stainless steel utensils used for:
  - Cooking food: .....
  - Storage of food: .....
  - Serving food: .....



- Is there appropriate facility for cleaning containers and utensils?:  
.....
- If not, (please explain): .....
- How food is carried from the kitchen to the wards:
  - Manually in covered containers: .....
  - Manual trolleys: .....
  - Mechanical trolleys: .....
- Number of times food is served in day:  
.....
- What are the timings of serving food?:  
.....

#### ❖ **Water Facilities**

- What are the sources of water supply in the hospital? :  
.....
- What is the daily per capita availability of water? :  
.....
- Is supply of water adequate for drinking, bathing, washing, and cleaning?:  
.....
- If not, what arrangements are made for additional supply of water:  
.....
- Is water stored in the overhead tanks? :  
.....
- Are patients supplied water in the wards? :  
.....
- Quality of water:
  - Are patients supplied potable drinking water? :  
.....



- Are following arrangements made for?:
  - Checking the quality of water at regular intervals:  
.....
  - Taking appropriate action if impurities are detected:  
.....
  - Cleaning the overhead tanks and containers at regular intervals:  
.....
  - Installing filters in the hospital:  
.....
- Are water coolers installed in the Hospital?:  
.....
- If yes, the number of water coolers:  
.....

❖ **Clothing and bedding**

- Are indoor patients provided the following Items:
- | Particulars                   | Yes/No | Numbers |
|-------------------------------|--------|---------|
| ▪ Dresses:                    | .....  | .....   |
| ▪ Mattresses:                 | .....  | .....   |
| ▪ Bed sheets:                 | .....  | .....   |
| ▪ Blankets:                   | .....  | .....   |
| ▪ Pillows with pillow covers: | .....  | .....   |
| ▪ Towels:                     | .....  | .....   |

❖ **Sanitation and Personal Hygiene**

- Number of toilets available for:
  - Male patients: .....
  - Female patients: .....
  - Hospital staff: .....



- Attendants: .....
- What is the toilets- patients ratio:  
.....
- Is running water available in the toilets?:  
.....
- Are dustbin kept in the toilets?:  
.....
- Standard of cleanliness of the hospital:
  - How many times wards, toilets, hospital premises are cleaned in a day?:  
.....
  - Is there any provision of pest spray?:  
.....
  - If yes, how frequently wards and toilets etc. are sprayed? :  
.....
- Number of bathrooms in the hospital:  
.....
- What is the bathroom-patient ratio? :  
.....
- Are patients given bath/sponge daily?:  
.....
- Are all patients supplied adequate quantity of bathing soap, hair oil, toothpaste/powder (please give details)?:  
.....
- Are clothes of patients changed daily?:  
.....
- How frequently bed sheets and pillow covers are changed? :  
.....



- What arrangements are made for washing clothing and bedding?:  
.....
- Are cloths and bedding items sterilized? :  
.....
- What arrangements are made for haircut and shaving for male patients? :  
.....
- What arrangements are made to dispose of hospital waste (please explain):  
.....

❖ **Status of Electricity**

- Is the electricity available 24\*7 ?:  
.....
  - If no, what arrangements are made to ensure uninterrupted supply of electricity:  
.....
- Are switch boards in good condition?:  
.....
- Status of the following items in the hospital
- | Particulars        | Numbers |
|--------------------|---------|
| ▪ Tube lights      | .....   |
| ▪ Table fans       | .....   |
| ▪ Ceiling fans     | .....   |
| ▪ Air-conditioners | .....   |
| ▪ Room heaters     | .....   |
| ▪ Water heaters    | .....   |
| ▪ Generator        | .....   |
- Is adequate number of electrician available in the hospital?:  
.....



### ❖ Recreational facilities in the hospital

- Are television sets installed in:
  - General wards: .....
  - Private wards: .....
- Are following items supplied to patients?:
  - Newspapers: .....
  - Magazine: .....
  - Health magazine: .....
- Are playing facilities like swings available for children?:  
.....

### ❖ Medical records

- Are medical records maintained in the hospital?:  
.....
- How long records are kept in the hospital?:  
.....
- Whether data relating to health status, various investigation and medicine maintained:
  - Manually: .....
  - Electronically: .....
- Are patients given their medical records at the time of discharge:  
.....
  - If so, are they given records free of costs or charged:  
.....
- How records are disposed off (please explain):  
.....

### ❖ Canteen Facilities

- Are there separate canteens for:





- Patients and their family members:  
.....
- Doctors:  
.....
- Paramedical staff:  
.....
- What are the timings of canteen:  
.....
- Is food provided all the times:  
.....
- What is the seating arrangement in the canteen? :  
.....
- What is the standard of food? :  
.....
- Is food highly expansive or affordable:  
.....

## 5. Performance of PHCs, CHCs, and District Hospitals-Evaluation

### ❖ Laboratory Tests

➤ Laboratory tests conducted in last year for:	Numbers
▪ Hemoglobin	.....
▪ CBC	.....
▪ Urine albumin and Sugar	.....
▪ Serum Bilirubin test	.....
▪ Blood Sugar	.....
▪ RPR Test	.....
▪ Malaria (PS or RDT)	.....
▪ T.B (Sputum for AFB)	.....
▪ HIV (RTD)	.....



- Others .....

## ❖ Procedures

➤ Procedures done in last year	Number
▪ X-Ray: .....	
▪ CT Scan: .....	
▪ MRI: .....	
▪ ECG: .....	
▪ TMT: .....	
▪ Holter: .....	
▪ Angiography: .....	
▪ EEG: .....	
▪ Endoscopy: .....	
▪ Sigmoidoscopy and Colonoscopy: .....	
▪ Bronchoscopy: .....	
▪ Biopsies: .....	
▪ Laparoscopy: .....	
▪ Modified ECT: .....	
▪ Narco-analysis: .....	

## ❖ Service Delivery

➤ Status of the following in last year:	Numbers
▪ Patients examined and treated in:	
▪ ICU: .....	
▪ Emergency: .....	
▪ OPD: .....	
▪ IPD: .....	
▪ Operations conducted: .....	



- Sick persons referred to CHCs/District Hospital: .....
- Patients provided free: .....
- Medicines: .....
- Food: .....
- Special food: .....
- Hospital clothing: .....
- Vitamins: .....
- Transport .....

❖ **Service delivery relating to Mother & Child Health Care including Family Welfare**

- Status of the following relating to: Numbers
- Mothers
  - Expectant mother: .....
  - Women registered in the first trimester: .....
  - Total deliveries conducted: .....
  - Obstetric complications managed: .....
  - Managed high risk pregnancy: .....
  - Pregnant women referred: .....
  - Mothers initiated breast feeding within one hour of normal delivery: .....
  - Counseling provided on family planning: .....
  - women who accepted post partum FP services: .....
  - ICDU insertions: .....
  - Tubectomy: .....
  - Vasectomy: .....
  - Minilap: .....



- JSY payment made before discharge: .....
- MTPs conducted: .....
- Maternal deaths: .....
- Children
  - Provided essential newborn care (thermoregulation, breastfeeding and asepsis): .....
  - Children screened for defects at birth under RBSK: .....
  - Managed sick neonates and infants: .....
  - Sick children referred: .....
  - Children fully immunized: .....
  - Vaccines administered correctly: .....
  - Zero dose BCG, Hepatitis B and OPV given: .....
  - Children given ORS + Zinc .....
  - Children given Vitamin A .....
  - Still births: .....
  - Neonatal deaths: .....
  - Infant deaths: .....
- Any expenditure incurred by mothers on travel, drugs or diagnostics (Please give details): .....
- Diet being provided free of charge: .....



❖ Maintenance of Records

➤ Records	Available, updated and filled correctly	Available but not maintained properly	Not available
▪ OPD register:	.....	.....	.....
▪ IPD register:	.....	.....	.....
▪ ANC register:	.....	.....	.....
▪ Indoor bed head ticket:	.....	.....	.....
▪ List of severely anemic pregnant women:	.....	.....	.....
▪ Labour room register:	.....	.....	.....
▪ OT Register:	.....	.....	.....
▪ FP Register:	.....	.....	.....
▪ Immunization register:	.....	.....	.....
▪ Updated Micro plan	.....	.....	.....
▪ Drug Stock register:	.....	.....	.....
▪ Referral registers (In and Out):	.....	.....	.....
▪ Payments under JSY:	.....	.....	.....
▪ Expenditure register:	.....	.....	.....
▪ Expenditure incurred under different heads:	.....	.....	.....

# IMPLEMENTATION OF RURAL DRINKING WATER AND SANITATION PROGRAMMES

## 1. National Rural Drinking Water Programmes (NRDWP)

### ❖ Status of water in rural areas

• Availability of water to rural population	Numbers	Percentage of the total rural population
• Total rural population in the state	.....	
• Rural persons having access to:		
➤ Readily and conveniently accessible water at all times:	.....	.....
➤ Adequate water for drinking, cooking, bathing, cleaning and other basic needs on sustainable basis:	.....	.....
➤ Safe drinking water meeting minimum water quality standards:	.....	.....
• Status of following habitations:		Numbers
➤ Uncovered habitations:		.....
➤ Slipped back habitations:		.....
➤ Quality affected habitations:		.....



- Availability of safe drinking water in Numbers
  - Households: .....
  - Government schools: .....
  - Anganwadies: .....
- Is State Government tackling the following issues of safe drinking water:
  - Water supply and availability: .....
  - Problem of sustainability: .....
  - Poor water quality: .....
  - Ensuring equal supply of water among gender; socially and economically weaker sections of society; school children; socially vulnerable groups like pregnant and lactating mothers; disabled persons; and senior citizens: .....
- Is water available free of cost: .....
- If not, what is the per unit cost of water: .....
- Are SC/ST/OBCS/ other vulnerable sections provided subsidized supply of water? : .....

❖ **Sources of water in rural areas**

- What are sources of water in rural areas:
- Sources Tick the relevant
  - Hand pump .....
  - Stand post .....
  - Open well .....
  - Pipe water .....
  - Others .....

- ❖
- Per Capita availability of water in rural areas:**

- What is the total capacity of different sources of water? :  
.....
- What is the daily per capital availability of water for drinking, cooking, washing, cleaning and other needs? :  
.....





- Is it less than the prescribed daily per capita requirement of:
  - 40 literes for human consumption in rural areas :  
.....
  - 30 litres additional water for cattle in Desert Development Programme Areas:  
.....
- If so, is State Government taking the following steps to ensure availability of adequate quantity of drinking water at household level:
  - Undertaking sustainable and environmentally friendly drinking water supply projects:  
.....
  - Undertaking sustainable drinking water supply schemes for covering individual households and prevent slip back:  
.....
  - Encouraging water conservation including revival of traditional water bodies:  
.....
  - Conjunctive use of surface water, groundwater and rainwater harvesting:  
.....
  - Convergence of all water conservation programmes at village level:  
.....
  - Involving Panchayti Raj Institutions in:
    - ◆ Operation and maintenance of intra-village drinking water:  
.....
    - ◆ Monitoring and keeping surveillance on their water sources:  
.....



❖ **Women role in NRDWP**

- Are women being the principal beneficiary of the scheme involved in all stages of planning, implementation and management of rural water supply schemes (Please explain):  
.....

- Are women especially those belonging to SC/ST/OBC constitute 50 per cent of the members of Village Water and Sanitation Committees?:  
.....

- Are women groups giving certificate of satisfactory completion of scheme? :  
.....

- Are there women caretakers of hand pumps in the habitation? :  
.....

- If so, what is their percentage in total:  
.....

❖ **Quality of water in rural areas**

- Is quality of drinking water poor, average, good or very good (Please explain) :  
.....

- If bad, is it due to dumping of garbage near the water source:  
.....

- If good, are quality standards of drinking water maintained at:

- Production (water treatment plant) stage:  
.....

- Consumption (household) stage:  
.....

- Is proper attention given to:

- Personal hygiene:



- .....
- Proper storage of water:
  - .....

❖ **Gaps in designed service level and services available to households:**

- What is the status of following gaps in rural areas?:
  - Overdependence on groundwater:  
.....
  - Depletion of ground water levels due to competing demands and poor recharge:  
.....
  - Large scale deforestation and lack of protection of catchment areas:  
.....
  - Poor operation and maintenance:  
.....
  - Poor ownership of water supply systems and sources by rural community:  
.....
  - Neglect of traditional water sources:  
.....
  - System and management practices:  
.....

❖ **Steps taken by Government/Panchayats**

- Are State Government/Panchayats taking the following steps to ensure availability of potable drinking water to rural people:
  - Move away from high cost water treatment technologies for tackling water contamination:  
.....



- Promotion of simple to use technologies for tackling problem of impurities:  
.....
- Percolation of surface water:  
.....
- Closing mouths of wells and raising water by pumps:  
.....
- Safeguarding 15 meters radius of wells and tube wells from dumping garbage:  
.....
- Cleaning of tanks regularly:  
.....
- Testing all sources of drinking water at least twice a year for bacteriological contamination and once a year for chemical contamination:  
.....
- Establishing water testing laboratories at Sub-Division level with provision for testing few selected chemical parameters and need based biological parameters:  
.....
- Testing water quality (biological parameters) at Primary Health centres:  
.....
- Utilizing services of following workers of grass root level for testing water:
  - ASHA: .....
  - Anganwadi Workers: .....
  - School Teachers: .....
  - Gram Panchayat Members: .....
  - Social Workers: .....



- Are Households in rural areas taking following steps to ensure availability of potable drinking water :
  - Boiling water: .....
  - Adding bleach/chloride: .....
  - Installing water filter: .....
  - Any other: .....
- Share of such households in total population of the area:  
.....
- How often the members of community suffer from water born ailments?:  
.....
- What steps are being taken to prevent water born disease?:  
.....

❖ **Impact of implementation of National Drinking Water Programme on the following in the last 2 year:**

- Safe drinking water facilities provided to number of:
  - Households in rural areas: .....
  - Government schools: .....
  - Anganwadis: .....
- Number of SC/ST/OBC habitation covered under the scheme:  
.....
- Number of hand pumps installed:  
.....
- Number of traditional water bodies revived:  
.....
- New sustainable and environmentally friendly drinking water supply projects undertaken:



2. Rural Sanitation Programmes

- Is right to sanitation explicitly recognized (Please explain):  
.....
  - ♦ If so, please explain the standards of sanitation in rural areas in following terms:
    - Home sanitation: .....
    - Safe water: .....
    - Garbage disposal: .....
    - Excreta disposal: .....
    - Waste water disposal: .....
- Status of following in State: Numbers
  - Total Rural Households: .....
  - BPL Households .....
  - APL Households: .....
  - SCs/STs .....
  - Small and marginal farmers: .....
  - Landless labours with homesteads .....
  - Physically handicapped .....
  - Women Headed Households .....
  - Others .....



- Status of following in the State:

	Number of Households having functional toilets	Number of Households having defunct toilets	Number of Households having not having toilets
▪ Total number of Rural House-holds:	.....	.....	.....
▪ BPL House-holds:	.....	.....	.....
▪ APL House-holds	.....	.....	.....
▪ SCs/STs:	.....	.....	.....
▪ Small and marginal farmers:	.....	.....	.....
▪ Landless labours with homesteads:	.....	.....	.....
▪ Physically handicapped:	.....	.....	.....
▪ Women Headed Households:	.....	.....	.....
▪ Others:	.....	.....	.....
- What is the toilet to individual ratio in rural areas:  
.....



- Status of sanitation in schools in rural areas:
 

	Numbers	Percentage in total
▪ Government/Government aided schools having adequate toilet facilities:	.....	.....
▪ Schools not having adequate toilet facilities:	.....	.....
▪ Schools having separate toilet facilities for girls and boys:	.....	.....
▪ Schools not having separated toilet facilities for girls and boys:	.....	.....
▪ Schools in which toilet facilities are required to be constructed:	.....	.....
▪ Schools in which separate toilet facilities are required to be constructed:	.....	.....
- What is the toilet to student ratio in schools?:  
.....
- Status of sanitation in Anganwadi Centres in rural areas:
 

	Numbers	Percentage in total
▪ Anganwadi Centres in Government buildings having toilet facilities:	.....	.....
▪ Anganwadi Centres in Government buildings without toilet facilities:	.....	.....
▪ Anganwadi Centres in private rented buildings having toilet facilities:	.....	.....





- Anganwadi Centres in private .....  
rented buildings without toilets:
- Anganwadi Centres in which .....  
toilet facilities are required to  
be constructed:
- What is the toilet to children ratio in Anganwadi centres?:  
.....
- Whether regular supply of water is available in toilets?:  
.....
  - If not, please give reasons for the same:  
.....

❖ **Status of implementation of Swachh Bharat Abhiyan:**

- Is state Government giving priority to: Yes/No
  - Bring about community wide behavioural change: .....
  - Communication and house to house interventions: .....
  - Provision of Individual household latrines for both .....  
BPL and APL households within Gram Panchayats:
  - Provision of sanitation facilities in Government .....  
schools and Anganwadis:
  - Involving Panchayati Raj Institutions, ASHA, .....  
Anganwadi workers, Women groups and NGOs  
for promoting sanitation facilities through inter-  
personal communication and door to door visits:
  - Motivating communities and Panchayati Raj .....  
Institutions to adopt sustainable sanitary  
practices:
  - Cleaning roads, streets and environment: .....



- Developing community managed environment .....  
sanitation system focusing on solid and liquid waste  
management for overall cleanliness of rural areas:

❖ **What steps are being taken by the Government to:**

- Bring about an improvement in the general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation:  
.....  
.....
- Accelerate sanitation coverage in rural areas:  
.....  
.....
- Motivate Communities and Panchayati Raj Institutions to adopt sustainable sanitation practices and facilities through awareness creation and health education:  
.....  
.....
- Encourage cost effective and appropriate technologies for ecologically safe and sustainable sanitation:  
.....  
.....
- Develop where required, Community managed sanitation systems focusing on scientific Solid and Liquid Waste Management systems for overall cleanliness in the rural areas:  
.....  
.....
- Impart hygiene education to the rural communities, general public, as well as students in the educational institutions:  
.....  
.....



- Prepare implementation plans at the district level:  
.....
- Organize district wide IEC and Social mobilization campaigns:  
.....

❖ **Incentives provided to ASHAs and Anganwadi Workers**

- Are ASHAs, Anganwadi workers paid suitable incentives from funds earmarked for IEC? :  
.....
  - If so, is incentive linked to performance i.e. motivating number of households, schools and anganwadis to construct latrines and use them? :  
.....

❖ **Status of Individual Household Latrines:**

- Is state Government providing any cash incentives for constructing Individual Household Sanitary Latrine comprising toilet unit including super structure with water facility and hand wash unit to:
  - BPL households: .....
  - APL households including the following:
    - SC/STs: .....
    - Small and marginal farmers: .....
    - Landless labourers with homestead: .....
    - Physically handicapped: .....
    - Women headed households: .....
- If so, what is the amount of cash incentive for one unit of IHHL:  
.....
  - Is it less than the prescribed amount of Rs 12000 Per unit of IHHL? :  
.....



➤ If so, please explain:

.....

- Is incentive provided in cash or in the form of construction material or credit vouchers for such material? :

.....

- Are APL families not covered under the incentive, assisted through revolving fund or through low cost financing from NABARD, Banks and Financial Institutions ? :

.....

.....

- Is incentive provided for converting Insanitary latrines, if any to Sanitary latrines? :

.....

- Number of Individual Household Latrines constructed in last 1 years for:

➤ BPL Households:

.....

➤ Certain selected categories of APL Households:

.....

❖ **Status of community sanitary complex:**

- Are community sanitary complex constructed when there is lack of space for construction of IHHL in the village? :

.....

- Does community sanitary complex comprises appropriate number of toilet seats, bathing cubicles, washing platforms, wash basins etc. (Please explain):

.....

- Are Gram Panchayats responsible for proper operation and maintenance of Community Sanitary Complex? :

.....



- If not, please explain the reasons:

.....

- Are user families required to contribute a reasonable monthly user charge for cleaning and maintaining the complex? :

.....

- If so, what are the monthly user charges:

.....

- Number of community sanitary complexes constructed in last 1 year:

.....

- Are sanitary complexes constructed in public places and markets etc.? :

.....

- If so, number of Sanitary Complexes constructed in last 1 year in:

- Public places: .....

- Markets: .....

#### ❖ **Status of School Toilets:**

- Is State Government constructing toilets in all Government schools? :

.....

- If so, does toilet unit consists of one toilet and minimum two urinals:

.....

- Are there separate toilet units for girls and boys in co-educational schools? :

.....

- Are toilets accessible to children with special needs? :

.....

- Are schools having adequate number of toilet units to meet the



requirements of students? :

.....

- Are Parent-Teachers Associations, Panchayats involved in constructing school toilet? :

.....

- Is education imparted to children in the schools on all aspects of hygiene? :

.....

- Number of toilet units constructed for girls and boys in the last one years:

.....

❖ **Are implementing agencies giving priority:**

- |  |        |
|--|--------|
| • In providing access to the following categories of People:   | Yes/No |
| ➤ Socially and economically marginalized people:   | .....  |
| ➤ Women children and elderly persons;  | .....  |
| ➤ People of certain castes, faiths and ethnicities:  | .....  |
| ➤ People with disabilities:  | .....  |
| ➤ Geographically marginalised populations in remote areas:   | .....  |
| ➤ People living in areas where it is difficult to construct simple toilets due to high water tables, sandy soils or hard rock: | .....  |
| • Issues relating to women hygiene, namely menstrual hygiene:  | .....  |
| • Setting up of incinerators in schools, PHCs and public toilets for safe disposal of waste:                                   | .....  |



❖ **Status of Solid and Liquid Waste Management (SLWM):**

- Does each Gram Panchayat take up SLWM in project mode?:  
.....
  - If not, (please explain): .....
- Are Gram Panchayats being provided financial assistance for implementing the project on sustainable basis?:
  - If yes, does total amount of financial assistance for each Gram Panchayat for running the project is worked out on the basis of number of households:  
.....
- If so, is the maximum amount to be given to each Gram Panchayat restricted to? :
  - Rs 7 lakhs with 150 households: .....
  - Rs 12 lakhs with 300 households: .....
  - Rs. 15 lakhs with 500 households: .....
  - Rs. 20 lakhs with more than 500 households:  
.....
- Are professional agencies and NGOs involved to develop/test/ implement such projects?:  
.....

❖ **Role played by Panchayati Raj Institution:**

- Are Gram Panchayat participating in the following :                      Yes/No
  - The social mobilization for the triggering demand .....  
for construction of toilets:
  - Maintenance of the clean environment by way .....  
of safe disposal of waste:
  - Maintenance of Community Complexes .....  
constructed under the SBM through funds



available from Finance Commissions,  
user charges, other State funds, CSR funds etc.:

- Providing resources over and above the .....  
prescribed amount for School Sanitation and  
Solid and Liquid Waste Management infrastructure:
- Act as custodian of the assets such as the .....  
community complexes, environmental sanitation  
infrastructure, drainage etc. constructed under SBM:
- Opening and operating Production enters/Rural .....  
Sanitary Marts:
- Monitoring the SBM programme and assisting .....  
in organizing Social Audits of the Programme:
- What best practices are being followed by state Government in the  
sphere of sanitation (Please explain):  
.....  
.....
- What problems are being faced by state Government in planning,  
implementing, monitoring, and evaluating the sanitation programme  
(Please explain):  
.....  
.....
- Please give specific suggestions for effective implementation of rural  
drinking water and sanitation programmes in rural areas:  
.....  
.....





## SCHEMES, PROGRAMMES AND IMPLEMENTATION OF PERSONS WITH DISABILITIES (PWD) ACT, 1995

### 1. Persons with Disabilities

- Total number of persons with disabilities in the State:  
.....
- Number of persons with permanent disabilities:  
.....
- Number of persons with temporary disabilities:  
.....

### 2. Type of Disabilities

- Are following disabilities covered in the State:
  - Blindness: .....
  - Low vision: .....
  - Leprosy-cured: .....
  - Hearing impaired: .....
  - Loco motor disability: .....
  - Mental retardation: .....
  - Mental illness: .....

### 3. Implementation of the Persons with Disabilities (PWD) Act, 1995

- How effective is the implementation of different provisions of PWD Act to ensure? :



- Full range of human rights and fundamental freedom of people with disabilities at par with other individuals:  
.....
- Equality and full participation of persons with disabilities:  
.....
- Promotion of their economic and social rights:  
.....
- Gaps in the implementation of PWD Act, 1995 (please explain):  
.....
- Are persons with disabilities leading marginalized lives due to:
  - Different forms of discrimination: .....
  - Denial of basic rights: .....

#### ❖ **Institutional Mechanism**

How efficient and effective is the following three-fold monitoring and enforcement mechanism in the state?:

##### **a) Commissioner (Persons with Disability) CPD:**

- Has a CPD appointed in the State? :  
.....
- If so, how effective is he/she in:
  - Coordinating and monitoring different provisions of PWD Act:  
.....
  - Taking steps to safeguard rights of disable:  
.....
  - Making facilities available to persons with disabilities:  
.....
  - Monitoring the utilization of funds disbursed by State Government to various Departments for disability related works:  
.....



- Coordinating with other departments for programmes and schemes for persons with disabilities:  
.....
- Taking cognizance of complaints relating to:
  - Deprivation of rights of persons with disabilities:  
.....
  - Non implementation of laws, rules, bye laws, regulations, executive orders, guidelines or instructions issued by Government for welfare of persons with disabilities:  
.....
- Has CPD been vested with the powers of the court while trying a suite (please explain):  
.....
- Is CPD preparing and submitting reports on implementation of Act along with his/her recommendations at prescribed intervals to the Government? :  
.....
- Is State Government placing annual report of CPD together with action taken report on the table of Legislative assembly? :  
.....

**b) State Coordination Committee (SCC):**

- Has State coordination Committee been constituted in the State? :  
.....
- If yes, what is the constitution of the State Coordination Committee:  
.....
- Is SCC meeting once in six months? :  
.....



- Is State coordination committee performing the following functions?:
  - Reviewing and coordinating the activities of all Government departments and NGOs dealing with matters relating to persons with disabilities:  
.....
  - Developing a State policy to address issues faced by persons with disabilities:  
.....
  - Advising the State Government on formulation of policies, programmes, legislation and projects relating to disabilities:  
.....
  - Reviewing the impact of donor agencies funding on persons with disabilities:  
.....
  - Taking steps to ensure barrier free environment at work places, schools, public utilities and other places:  
.....
  - Evaluating impact of policies and programmes in ensuring equality and full participation of persons with disabilities:  
.....

**c) State Executive Committee (SEC)**

- Has SEC been constituted?:  
.....
- If yes, does SEC include one women and one member belonging to SC/ST? :  
.....
- Is SEC meeting once in three months? :  
.....



- How far SEC is successful in:
  - Performing the functions delegated to it by SCC:  
.....
  - Executing decisions taken by SCC:  
.....

❖ **Provision of Education for Persons with Disabilities**

- Is State Government doing the following:
  - Providing free education to every child with disability upto the age of 14 years:  
.....
  - Conducting part time classes for children with disabilities who could not pursue their full time studies beyond V standard:  
.....
  - Conducting special part-time classes for providing functional literacy to children in the age group of 14 years and above:  
.....
  - Providing home based education to children with multiple disabilities:  
.....
  - Conducting classes and discussions through interactive electronic or other media:  
.....
  - Imparting non-functional education in rural areas with the help of available manpower after giving them appropriate orientation:  
.....
  - Imparting education through open schools and open universities:  
.....
  - Enabling students with disabilities to pursue Secondary



schooling (class IX-XII) in an enabling environment:

.....

- Helping girls with disabilities to gain access to Secondary schools:

- Providing monthly stipend of Rs. 200 to disabled girl students:

.....

- Providing every child with disability free special books and equipment needed for his/her education:

.....

- Reservation of not less 3 per cent seats for disabled in admission to Government and Government aided institutions:

.....

- If reservation is less than 3%, please give reasons for the same:

.....

- Preparing comprehensive education schemes for provision of transport facilities, barrier free access to schools, supply of uniforms, books and other materials, scholarships etc., suitable modifications in examination system for the benefit of blind and low vision students:

.....

- Restructuring the curriculum for benefit of children with disabilities, and for children with hearing impairment:

.....

- Amanuensis for students with blindness or students with low vision:

.....

- Initiating or cause to be initiated research by officials and non-government agencies for designing and developing new assistive devices, teaching aids, special teaching materials to



give opportunities to children with disabilities at par with other children:

.....

- Setting up adequate number of teachers training institutes and assisting national institutes and other voluntary organizations to develop teachers training programmes specializing in disabilities:

.....

- Total number of PWD in the age group of 6-14 years in the State:  
.....
- Number of disabled students in the age group of 14 years enrolled in all schools including special schools:  
.....
- Share of disabled students enrolled in schools (% terms):  
.....
- Number of special teachers training institutes in the State:  
.....
- Total number of Special teachers posted in schools:  
.....
- Teacher to disabled students ratio:  
.....
- Number of schools having inclusive education:  
.....
- Measures taken for inclusive education:  
.....
- Number of educational institutions having accessible facilities:  
.....



- Status of accessible schools/university transport system provided to disabled:  
.....
- Any other initiatives taken for promoting education for PWD:  
.....
- Number of drop outs of disabled students from schools:  
.....
- The reasons for such drop outs:  
.....

❖ **Provision of Employment for PWD**

- Is State Government Identifying posts which can be reserved for persons with disabilities?:  
.....
  - If so, number of posts identified for disabled persons:  
.....
  - If not, please give reasons for not identifying posts for disabled persons:  
.....
- Is time frame adopted for reviewing and updating the list of identified posts for disabled?:  
.....
  - Is it greater than stipulated period of 3 years?:  
.....
  - If so, please give reasons for the same:  
.....
- Are 3 per cent vacancies reserved in every Government establishment including public sector for persons with disabilities?:  
.....





- If not, please give reasons for the same:

.....

- Is State Government taking health and safety measures and creating non-handicapping environment in places employing persons with disabilities?:

- If not, please give reasons for the same:

.....

- Are service rules disabled friendly and non-discriminatory?:

- Is State Government providing relaxation in upper age limit for persons with disabilities?:

.....

- Is State Government along with other local bodies providing incentives to employers of public and private sectors to encourage them to employ 5 per cent disabled persons?:

.....

- Are necessary safeguards taken against denial of promotion on grounds of disability:

.....

- Is State Government doing the following?:

- Putting a ban on dispensing or reducing rank of an employ who acquires a disability during his/her service?:

.....

- Ensuring that promotions are not denied on grounds of his/her disability:

.....



- Any other steps taken to identify jobs, review list of identified posts etc.:

.....

- What is the total number of special employment exchanges in the State:

.....

- Number of disabled persons registered with special exchanges:

.....

- Number of disabled persons provided employment:

.....

#### ❖ **Poverty Alleviation Programmes for PWD**

- Is State Government doing the following for welfare of Persons with Disabilities:

.....

- Providing 3% reservation for PWD in all poverty alleviation schemes:

.....

- If not, please five reasons for not doing that:

.....

- Providing preferential allotment of land at concessional rates to PWD for residential purposes, setting up business and factories etc.:

.....

- Please give number of PWD to whom land has been allotted for different purposes at concessional rates:

.....

- Formulating schemes to provide aids and appliances to persons with disabilities:

.....



- Please indicate percentage of PWD to whom appliances had been distributed in the total population of disabled persons in the State:  
.....

- Providing unemployment allowance to those PWD who are registered with special employment exchanges for more than 2 years but not provided employment:  
.....

- Please give number of PWDs registered with special employment exchanges in the last 3 years:  
.....

- Number of PWD to whom unemployment allowance has been granted in the last 3 years:  
.....

- Making parks and buildings accessible to persons with disabilities:  
.....

- Whether by-laws have been amended to prevent construction of new buildings without assess provision for PWD (please explain):  
.....

- Please furnish the following information:

- Number of accessible public places including hospitals, banks, public toilets, transport system including railway stations and airports for PWDs:  
.....

- Number of access audits conducted:  
.....

- Number of buildings and public places audited:  
.....



- Number of Medical Boards constituted for issuing disability certificates:

.....

- Guidelines followed in issuing disability certificates:

.....

- Percentage of disabled persons to whom disability certificates has been issued during last 2 years in total disabled population in the State:

.....

- Best practices and drawbacks observed in the State:

.....

- Any specific suggestions for effective implementation of the PWD Act:

.....

#### 4. Implementation of different schemes for welfare of Persons with Disabilities

##### ❖ Deendayal Disabled Rehabilitation Scheme (DDRS)

- How effective is the scheme to:
  - create an enabling environment to ensure equal opportunities, equity, social justice and empowerment of persons with disabilities:

.....

- Encourage voluntary action for ensuring effective implementation of the PWD Act, 1995:

.....



- Is the State government providing adequate financial assistance to NGOs for providing the following services?:
  - Programmes for pre-school and early intervention:  
.....
  - Special education:  
.....
  - Development of daily living skills:  
.....
  - Vocational training for skill development and placement:  
.....
  - Training and awareness:  
.....
  - Community based rehabilitation:  
.....
  - Manpower development:  
.....
  - Psycho-social rehabilitation of persons with mental illness:  
.....
  - Rehabilitation of leprosy-cured persons, etc.:  
.....
- Are the following Model Projects supported under the scheme:
- Model Projects Yes/No
  - Project for Pre-School and Early Intervention and Training: .....
  - Special Schools: .....
  - Project for Cerebral Palsied Children: .....
  - Vocational Training Centres: .....



- Sheltered Workshops: .....
- Project for Rehabilitation of Leprosy Cured Persons: .....
- Half Way Home for Psycho-Social Rehabilitation of Treated and Controlled Mentally Ill Persons: .....
- Project relating to Survey, Identification, Awareness and Sensitization: .....
- Home Based Rehabilitation Programme/ Home Management Programme: .....
- Project for Community Based Rehabilitation: .....
- Project for Low Vision Centres: .....
- Projects for Human Resource Development: .....
- Seminars/Workshops/Rural Camps: .....
- Environment Friendly and Eco-Promotive Projects for the Handicapped: .....
- Grant for Computer: .....
- Construction of Building: .....
- Project for Legal Literacy, including Legal Counseling, Legal aid and Analysis and Evaluation of Existing Laws: .....
- District Disability Rehabilitation Centres: .....

❖ **Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances (ADIP):**

- Is the Government assisting the needy disable person in procuring certified durable, sophisticated and scientifically manufactured modern and standard aids and appliances to:
  - Promote their physical, social, psychological rehabilitation: .....



- Arrest the extent of disability:  
.....
- Reduce the effects of disabilities:  
.....
- Enhance their economic potential:  
.....
- Improve their independent functioning:  
.....
- What is the quantum of financial support provided for devices:
  - Each disability:  
.....
  - Student with disability:  
.....
- What is the quantum of assistance provided for Motorized tricycle and wheelchair once in ten years to disabled persons of 16 years and above having the following disabilities:
- | Type of disability:   | Amount in (Rs.) |
|---|-----------------|
| ➤ Severely disabled:  | .....           |
| ➤ Muscular Dystrophy:   | .....           |
| ➤ Cerebral Palsy:   | .....           |
| ➤ Hemipelgia:   | .....           |
| ➤ Person with similar condition where three/<br>four limbs or one half of the body is<br>severely impaired: | .....           |
- What steps have been taken to ensure the issue of disability certificated to the disabled persons?:  
.....



- What procedure is being followed for issuing disability certificate (please explain)?:

.....

❖ **Scheme of National Scholarship for Person with Disabilities:**

- What is the amount of scholarship provided for perusing the following post matric professional and technical courses for more than one year duration?:

Courses:	Amount (Rs.)
➤ Graduate and post graduate level technical or professional courses:	
▪ Day scholars:	.....
▪ Hostellers:	.....
➤ Diploma and certificate level professional courses:	
▪ Day scholars:	.....
▪ Hostellers:	.....
➤ Reimbursement of course fees:	.....
➤ Computer with editing software for blind and deaf graduate and post graduate students:	.....
➤ Software for cerebral palsied students	.....

❖ **Indira Gandhi National Disability Pension Scheme (IGNDPS):**

- Are Persons with severe or multiple disabilities in the age group of 18-59 and belonging to BPL families are provided monthly pension under this scheme?:

.....

- If yes, what is the amount of monthly pension?:

.....





- Are State governments contributing any amount over and above the monthly pension paid under the scheme?:  
.....

❖ **Health Care Programmes:**

- Are the following health care programmes being implemented in the state?:

Programme	Yes/No
➤ National Programme for Control of Blindness:	.....
➤ National Leprosy Control Programme:	.....
➤ Urban Leprosy Control Programme:	.....
➤ National Programme for Prevention and Control of Deafness:	.....
➤ National Mental Programme:	.....
➤ National Iodine Deficiency Disorders Control Programme:	.....

- Are NGOs supported for undertaking programmes on early intervention and early detection of disabilities?:  
.....

❖ **Facilities and Concessions provided to Persons with Disabilities:**

- What concessions and facilities have been provided to persons with disabilities in the State? (please give details):  
.....

# LIVING CONDITIONS AND PROTECTION OF HUMAN RIGHTS OF MENTALLY ILL PERSONS IN MENTAL HEALTH CARE INSTITUTION

## 1. Background :

- Name of the hospital: .....
- Address: .....
- Telephone Number: .....
- Fax Number: .....
- Year of establishment: .....
- Earlier name, if any: .....
- Governing authority in:
  - Pre-independence: .....
  - Post- independence: .....
- Is it a private or Government hospital:  
.....
- Location of the hospital: .....
- Distance (in Kms.) from:
  - Airport: .....
  - Railway station: .....
  - Bus stand: .....
  - City centre: .....



- Prison: .....
- General hospital: .....

## 2. Basic Information

- Is it a private or Government building:  
.....
- Area of the hospital: (Sq. meters):
  - Total area: .....
  - Built up area: .....
  - Open area: .....
- Is a part of hospital land under illegal occupation?:  
.....
  - If so, what steps are being taken to retrieve:  
.....
- Sanctioned bed strength of the Hospital (in numbers):  
.....
- Status of wards in the hospital:
  - Type of wards:                      Available or not                      Number of wards
  - 1. Emergency wards                      .....                      .....
  - 2. General wards:
    - i. Open wards:                      .....                      .....
    - ii. Family wards:                      .....                      .....
    - iii. Children wards:                      .....                      .....
    - iv. Geriatric wards:                      .....                      .....
    - v. Chronic wards:                      .....                      .....
    - vi. De-addiction wards: .....                      .....
    - vii. Criminal wards:                      .....                      .....



viii. Isolation wards ..... ..

ix. Seclusion ward/  
Single room with  
Iron gate: ..... ..

3. Paid wards: ..... ..

- Basic facilities available in general wards:  
..... ..
- Extra facilities provided in the paid wards:  
..... ..
- Authorities responsible for hospital maintenance:  
..... ..
- Are hospital buildings maintained properly?:  
..... ..
  - If not, please give reasons for the same:  
..... ..
- Describe infrastructure inadequacies, if any:  
(Please attach separate sheet if required):  
..... ..
- Please suggest remedial measures:  
..... ..

### 3. Investigation and treatment facilities for outpatients and inpatients

#### i. Investigation Facilities

- Availability of the following for Outpatients and Inpatients:
  - Investigation facilities (medical) for (Please tick the relevant) :



	Outpatients	Inpatients
Routine blood/Urine:	Yes/No	Yes/No
Special Blood/CSF:	Yes/No	Yes/No
Blood Sugar:	Yes/No	Yes/No
VDRL:	Yes/No	Yes/No
Lithium estimation:	Yes/No	Yes/No
X-rays:	Yes/No	Yes/No
EEG:	Yes/No	Yes/No
HIV screening:	Yes/No	Yes/No
Hepatitis B:	Yes/No	Yes/No

➤ Investigation facilities (Psycho-Social) for (Please tick the relevant):

	Outpatients	Inpatients
IQ/Cognitive functions:	Yes/No	Yes/No
Personality assessment:	Yes/No	Yes/No
Diagnostic psychological tests:	Yes/No	Yes/No
Home visits:	Yes/No	Yes/No
Collateral contacts:	Yes/No	Yes/No

• Timings for various investigations:

Outpatients	Inpatients
.....	.....

• Timings for issue of results of Investigations:

Outpatients	Inpatients
.....	.....

• Charges for investigation:

	Outpatients	Inpatients
Routine blood/Urine:	Rs.....	Rs.....



Special Blood/CSF:	Rs.....	Rs.....
Blood Sugar:	Rs.....	Rs.....
VDRL:	Rs.....	Rs.....
Lithium estimation:	Rs.....	Rs.....
X-rays:	Rs.....	Rs.....
EEG:	Rs.....	Rs.....
HIV screening:	Rs.....	Rs.....
Hepatitis B:	Rs.....	Rs.....
• Charges for assessment:		
	Outpatients	Inpatients
IQ/Cognitive functions:	Rs.....	Rs.....
Personality assessment:	Rs.....	Rs.....
Diagnostic psychological tests:	Rs.....	Rs.....
Home visits:	Rs.....	Rs.....
Collateral contacts:	Rs.....	Rs.....

## ii. Treatment Facilities

• Treatment facilities (Medical) for:		
	Outpatients	Inpatients
Pharmacotherapy:	Yes/No	Yes/No
Direct ECT:	Yes/No	Yes/No
Modified ECT:	Yes/No	Yes/No
• Treatment facilities (Psycho-Social) for:		
	Outpatients	Inpatients
Psychotherapy/counselling:	Yes/No	Yes/No
Behaviour therapy:	Yes/No	Yes/No



Psycho-education: Yes/No Yes/No

Rehabilitation: Yes/No Yes/No

- Control of Violent patients:
  - Physical restraint: .....
  - Pharmacotherapy: .....
  - Seclusion wards: .....
  - Combination: .....
  - Others: .....
- Specific problems in investigatory and treatment facilities:  
.....
- Specific suggestions to improve investigatory and treatment facilities:  
.....

#### 4. Casualty and Emergency Services

- Are casualty and emergency service available?:  
.....
- If available, status of the following:
  - Number of beds in casualty wards:  
.....
  - Availability of the separate casualty/emergency wards for male and female patients:  
.....
- List of investigation facilities available in emergency:  
.....
- Availability of Ambulances:  
.....



- If available, number of ambulances in working condition:  
.....
- Are ambulances available as and when required:  
.....
- Quality of the available equipment in the casualty (Pl. tick one of the following option and give details):
  - Poor/Average/Good/Very good:  
.....
- Is sufficient quantity of medicines available?:  
.....
- Is Telephone facility available?:  
.....
- Availability of casualty staff on:
  - permanent basis: .....
  - On telephone call etc.: .....
- Arrangements made for providing services of specialists as and when required:  
.....
- Average number of casualty cases per month in the last one year:  
.....
- Type of emergency cases attended in the emergency:  
.....
- Mode of disposal of emergency cases (in % terms):
  - Treated in OPD: .....
  - Admitted in wards: .....





- Referred to other hospitals: .....
- Referred to Magistrate's order: .....
- Are available facilities in the casualty adequate?:  
.....
- If inadequate, specific suggestions:  
.....

## 5. Outpatient Services

- Whether OPD is held in the hospital:  
.....
- If yes, the status of the following:
  - Frequency of OPD held in a week  
.....
  - Timings of OPD services:  
.....
  - Number of registration counters:  
.....
  - Provision of separate registration counters for men and women, adults, adolescents, elderly persons and children:  
.....
- Availability of waiting hall for patients and family members in the OPD:  
.....
  - Capacity of the waiting hall (No of persons):  
.....
  - Details of seating arrangements in the waiting hall:  
.....



- Availability of facilities of drinking water and toilets in the waiting hall:  
.....
- Availability of local newspapers, journals and TV in the waiting hall:  
.....
- Availability of Canteen : .....
- Number of doctors and paramedical staff posted in the OPD in the last 3 years:
  - Psychiatrists: .....
  - General officers: .....
  - Clinical Psychologists: .....
  - Psychiatric Social Workers:.....
  - Psychiatric nurses: .....
  - General nurses: .....
  - Technicians: .....
  - Administrative staff: .....
  - Data entry operator to computerise personal, case, family history of patient etc.: .....
  - Attenders and peons: .....
  - Pharmacists: .....
  - Other, if any (PI specify):  
.....
- Number of interview rooms in the OPD:  
.....
- Number of patients seen in the OPD per day:  
.....



- Average time spent with each patient on:
  - First visit: .....
  - Subsequent visits: .....
- Average waiting time for a patient to be seen by a doctor:  
.....
- Are patients required to pay any registration fees:  
.....
  - If yes, what is the amount of registration fees (in Rs.):  
.....
- Are they required to pay some other charges for availing the OPD services:  
.....
  - If yes, Pl. give details:  
.....
- Number of pharmacists posted in the dispensary:  
.....
- Is free medicines supplied to all patients:  
.....
  - If not, percentage of patients provided free medicine is supplied:  
.....
- List of drugs supplied to patients:  
.....
- Duration for which free drugs are provided to patients at a time:  
.....
- Are facilities in the OPD adequate?: .....



- If inadequate, please give specific remedial measures:

.....

## 6. Inpatient Conditions

### i. Admissions and Discharge

#### a. Admission Procedure:

- Whether admissions are governed by:
  - Indian Lunacy Act, 1912: .....
  - Mental Health Act, 1987: .....
  - Others: .....
- Admitting authorities:
  - Psychiatrist: .....
  - Hospital Physician: .....
  - A group of medical officers: .....
  - Police: .....
  - Judiciary: .....
- Number of admissions during last 3 years:
  - Number of voluntary admissions (brought by relatives):
    - .....
  - Number of involuntary admissions (through police, courts):
    - .....
- Are patients/relatives apprised of rights of patients at the time of admission:
  - .....



- Number of patients staying in the hospital:

	Male Patients	Female Patients
1 year:	.....	.....
1-3 years:	.....	.....
3-5 years:	.....	.....
5-10 years:	.....	.....
10-15 years:	.....	.....
More than 15 years:	.....	.....
Average duration of stay	.....	.....
  - Reasons for long stay (Pl give details):  
.....
  - Proportion of repeat admission during the last year:  
.....
  - Reasons for repeat admissions:  
.....
- b. Discharge procedure:
- Discharging authority:
    - Psychiatrist: .....
    - Hospital Physician: .....
    - A group of medical officers: .....
  - Number of discharges during the last 3 years:  
.....
  - Discharge procedure (Pl. give details):  
.....
    - Are discharged patients sent home:
  - Alone: .....



- With relatives: .....
- With hospital escort: .....
- Problems faced in discharging patients:
  - Non availability of address in case of involuntary admissions:
   
.....
  - Wrong address furnished by families at the time of admission:
   
.....
  - Families not willing to take them back etc.:
   
.....
  - Any other problems:
   
.....
- Strategies devised and action taken by the hospital authorities to discharge fully recovered long stay patients (Pl. give details):
   
.....
- Describe the role of police in discharge of patients:
   
.....
- Pl. give suggestions to improve discharge procedure:
   
.....

ii. Infrastructure:

- Sanctioned capacity of hospital to house patients (in numbers):
   
.....
- Total number of patients housed in the hospital:
   
.....
- Extent of overcrowding (in % terms): .....
- Facilities available in the general wards:
   
.....



- Status of the wards in hospital:
  - Number of beds in each ward:  
.....
  - Number of bathrooms and toilets attached to wards:  
.....
  - Are hospital wards well lighted and ventilated:  
.....
  - Is size of hospital wards small, compact and manageable:  
.....
  - Is there adequate space (one metre) between two beds:  
.....
  - Are relatives of patients allowed to stay with patients in night:  
.....
  - If yes, is there adequate space for them to sleep?  
.....
- Are half way homes run by NGOs for psycho-social rehabilitation of treated and controlled mentally ill persons:  
.....
- Status of patients housed in wards:  
Status of the following:

	Sanctioned capacity to house patient	No of patients actually housed	Per Capita availability of space
Closed wards:	.....	.....	.....
Open wards:	.....	.....	.....
Family wards:	.....	.....	.....
Female wards:	.....	.....	.....



Children wards: .....

Geriatric wards: .....

Isolation wards: .....

Criminal wards: .....

Chronic wards: .....

- Are seclusion/single rooms with iron gates used:

.....

- If yes, number of seclusion/single rooms used:

- ◆ Regularly: .....

- ◆ Occasionally: .....

- Are patients kept in different wards on the basis of:

- Their age (young, adolescent, adults, elderly):

.....

- Intensity of ailment (mild, sever, chronic):

.....

- Prognosis and temperament (withdrawn, aggressive and normal):

.....

### iii. Bedding and Clothing:

- Status of the following in the wards:

- Availability of following items in the wards:
- | Yes/No | Item to patient ratio: |
|--------|------------------------|
|--------|------------------------|

Cots:	.....
-------	-------

Mattresses:	.....
-------------	-------

Stools/chairs for relatives to sit in the wards:	.....
--	-------





Small cots and benches for

relatives to sleep in the wards: .....

Fans: .....

- Number of following items issued to each patient:
  - Linens: .....
  - Pillows: .....
  - Blankets: .....
  - Towels: .....
- Are patients provided hospital uniforms/dresses:  
.....
  - If not, please give specific reasons for the same:  
.....
- Prescribed number of dresses (uniforms) for each:
  - Male patient: .....
  - Female patient: .....
- Number of dresses (uniforms) actually provided to each:
  - Male patient: .....
  - Female patient: .....
- Type and colour of dresses/uniforms for:
  - Male patient: .....
  - Female patient: .....

#### iv. Sanitation Services

- Drainage system in the hospital:
- Is drainage system:
  - Open type: .....



- Closed type: .....
- Open and closed type: .....
- General standard of cleanliness: .....
  - Whether cleaning work is outsourced to an outside agency or done by hospital sweepers:
   
.....
  - If done by hospital sweepers, number of sweepers engaged in cleaning:
   
.....
  - If outsourced, is the agency doing its work satisfactorily:
   
.....
- Cleaning of the wards:
  - Are wards cleaned :
    - ◆ Daily: .....
    - ◆ Once in 2-3 days: .....
    - ◆ Once a week: .....
    - ◆ Once in a fortnight: .....
    - ◆ Once a month: .....
- Number of toilets in the wards: .....
- Toilet to patient ratio: .....
- Availability of western commodes for elderly, physically and orthopedically challenged patients in men and women wards:
   
.....
- Arrangements made for the disposal of biomedical wastes:
   
.....
  - Has the work been outsourced to a private agency:
   
.....



- If so, is the agency doing its job satisfactorily?:

.....

iv. Personal Hygiene Services:

- Number of bathrooms in the wards:

.....

- Bathroom to patient ratio:

.....

- Frequency of bath given to/taken by inpatients:

- Daily; Alternate days; Once in 3 days; Once a week; Once a fortnight; or Once a month:

.....

- Are they provided hot water for bathing in winters:

.....

- Are they supplied bathing soap, hair oil, tooth paste/powder:

.....

- If yes, the quantity of these items supplied to each patient:

.....

- Frequency of dress/uniform change:

- Are uniforms changed daily; alternate days; once in 3 days; once a week; once a fortnight; or once a month:

.....

- No of washing platforms in:

- Male wards: .....

- Female wards: .....

- Availability of mechanized laundry:

.....



- If not, are washer-men engaged:

.....

If yes, daily timings of:

- Collection of patients clothing and bedding for washing:

.....

- Delivery of clothing and bedding after washing:

.....

- Arrangements for hair cutting and shaving:

- Frequency of following services provided to patients:
 

	Male patients	Female patients
Head shaving	.....	.....
Hair cut:	.....	.....
Face shaving only for men	.....	.....

.....

.....

.....

- Provision of sanitary napkins for female patients:

.....

- Whether anti lice/bug measures are adopted:

.....

- If yes, what is the frequency of application:

- Quarterly:.....

- Half yearly: .....

- Annually:.....

v. Psychiatric Services:

- Is Medical examination of the patients done within 24 hours of their admission in open and closed wards?:

.....



- If not, pl. give reasons:  
.....
- Are all body vitals recorded in a separate register opened for each patient?:  
.....
- If not, pl. give reasons:  
.....
- Are findings of medical examination and pace of recovery documented meticulously?:  
.....
- Are medical records kept in safe custody and updated by medical records librarian?:  
.....
- Are mentally ill patients suffering from other associated complications like cardio vascular, respiratory ailments etc. referred to Government Hospitals or Medical colleges?:  
.....
- If yes, is there a proper coordination between the MO of the Mental Hospital and treating doctors of referral hospital:  
.....
- Availability of a well-equipped nursing station equipped with oxygen cylinders, suction machine, medical trays and trolleys and adequate medicines:  
.....
- Availability of duty room:  
.....
  - If yes, are facilities like examination table, chair for patient provided in the duty room?:



- Number of staff nurses and head nurse posted in each ward:  
.....
- Status of rounds taken doctors and nurses:  

Regular/Supervisory Rounds taken by:	Frequency of the rounds taken on week days and weekends/ holidays:	Time spent with each patient:
Psychiatrist:	.....	.....
Medical officer	.....	.....
Matron and Head Nurse:	.....	.....
Staff nurses:	.....	.....
- Are families of patients involved in treatment and rehabilitation of patients through:
  - Pre-admission and Pre-discharge counselling:  
.....
  - Arranging Psycho-educative sessions for family/care givers:  
.....

vi. Dietary and Pantry Facilities:

- Condition of the Hospital Kitchen:
  - Whether kitchen is:
    - ◆ Primitive or modern: .....
    - ◆ Spacious, well lighted and ventilated:  
.....
- Whether kitchen has      Yes/No      Details/remarks, if any  
the following:  

Tiles on walls upto the height of 2 meters:	.....	.....
--	-------	-------



Floors made of  
impermeable material: .....  
Sufficient space for  
storage of provisions,  
articles, vegetables,  
containers and cooking  
utensils: .....  
A platform for washing,  
cleaning and cutting  
vegetables: .....  
LPG/hotplates: .....  
A chimney: .....  
Sufficient number of  
exhaust fans: .....  
Fly-proof automatic  
closing doors: .....  
Fly-proof wire mesh  
all around: .....  
Stainless steel utensils  
for cooking and storing  
food: .....  
Mixer and grinder;  
Kneading and chapatti  
making machine: .....  
Adequate supply of water: .....  
Adequate number of taps  
inside the kitchen: .....  
Proper arrangements for  
Scientific storage of food grains,



fruits and vegetables: .....

Storage of LPG cylinders: .....

- Hygienic conditions of the pantry: (Pl. tick the relevant):

➤ Very good; Good; Average; or Poor:

- Purchase of food grains and other provisions from:

➤ PDS at concessional rate: .....

➤ Markets at prevailing price rates: .....

- Quality of food grains: .....

- Status of cooking food:

➤ Food cooked by professional cooks:

.....

➤ If so, number of cooks engaged in cooking:

.....

➤ Is medical examination of cooks done at regular intervals not exceeding 6 months:

.....

- Is diet chart/menu prepared in consultation with dietitian:

.....

- Is food tasted before serving to patients?:

.....

- Is Menu chart displayed in front of the kitchen?:

.....

- Is provision of free food available for:

➤ All in-patients; .....

➤ Selected in-patients; .....

➤ None: .....





- Budgetary allocation made for food during last 5 years:  
.....
- Prescribed scales of diet in terms of quantity and quality of food:  
.....
- Prescribed daily per capita expenditure on food for:
  - Male patients: .....
  - Female patient: .....
- Prescribed daily supply of calories for:
  - Male patients: .....
  - Female patient: .....
- Actual daily food expenditure incurred on each:
  - Male patient: .....
  - Female patient: .....
- Actual daily supply of calories to each:
  - Male patient: .....
  - Female patient: .....
- The categories of patients supplied special diet (Pl. give details):  
.....
  - Percentage of patients provided with special diet:  
.....
  - Per capita cost of special diet (In Rs.):  
.....
- Are patients supplied the following:
  - Fruits: .....
  - Milk : .....
  - Tea/Coffee : .....



- Whether dietitian is engaged to certify:
  - Food served is wholesome, sumptuous and nutritive according to prescribed scale:
 

.....
  - Nutritive value of food conform to minimum 2500 calories for female and 3000calories for male patients:
 

.....
  - Food served in breakfast, lunch and dinner is a balanced combination of carbohydrates, proteins, oil/fat, minerals and vitamins:
 

.....
- What are the timings of serving diet to patients:
  - Breakfast: .....
  - Lunch: .....
  - Evening tea, if served: .....
  - Dinner: .....
  - What problems can be there due to long gap between two meals: (Pl. give details)
 

.....
- Status of transportation of food from kitchen to dinning place:
- Is food carried in:
  - Closed or Open containers :
 

.....
- Are food containers carried:
  - Manually: .....
  - Hand pulled trolleys: .....
  - Electric trolleys: .....



- Closed container trolleys: .....
- Serving of food:
  - Whether food is served in:
    - ◆ Stainless steel utensils: .....
    - ◆ Plates and cups: .....
    - ◆ Plantain leaf: .....
  - Whether food is served in:
    - ◆ Dining hall at dining table: .....
    - ◆ Veranda: .....
    - ◆ Open space: .....
    - ◆ On the bed: .....
- Whether patients are asked to wash their hands and feet before taking food?:  
.....
- Whether food is served with a human touch?:  
.....
- Who supervises the serving of food?:  
.....
- How frequently the complaints relating to quantity and quality of food are made? (Pl. give details of such complaints-attach a separate sheet if required) :
  - Every day: .....
  - Once a week: .....
  - Once a month: .....
  - Occasionally: .....
  - Never: .....



- Specific suggestions to improve dietary services:  
.....

vii. Water Services

- What are the sources of water supply to the hospital:  
.....
- Are water facilities adequate or inadequate in the campus:  
.....
- Status of water supply in the hospital:
  - Prescribed scale of daily quantity of water for each patient for drinking, washing, cleaning and flushing (In litres):  
.....
  - Actual daily supply of water to each patient:  
.....
- What is the storage capacity of the overhead tanks?:  
.....
- What arrangements are made for distribution of water from storage tanks to all wards :
- Provision of drinking water to patients:
  - Taps inside the wards: .....
  - Stainless steel containers: .....
  - Mud pot with dipper: .....
  - Personal arrangements: .....
- Is there provision of water coolers?:
  - If yes, number of coolers installed: .....
- Supply of potable drinking water:
- Whether following measures are taken to assure supply of potable water to inmates? (Pl. give details):



- Regular cleaning of overhead tanks:  
.....
- Samples of water sent to approved PH laboratories twice a year for chemical and bacteriological examination:  
.....
- Steps taken, if bacterial and chemical impurities are confirmed:  
.....
- Preventing intermingling of water supply lines and sewerage lines:  
.....
- Installing Reverse Osmosis RO plant in the Hospital:  
.....
- Installing Aqua guards:  
.....
- ◆ If so, number of aqua guards installed:  
.....
- Have arrangements been made for rainwater harvesting and recycling of water:  
.....

viii. Supportive Services

a. Recreational facilities

- Availability of the following:
  - Number of television sets:  
.....
  - Number of tape recorders for playing light music:  
.....



- | Availability of the following facilities:           | Available or not | Adequate/ inadequate |
|---|------------------|----------------------|
| Indoor games like carom and ludu: .....             | .....            |                      |
| Outdoor sports like volley ball and badminton etc.: | .....            | .....                |
| Yoga, pranayama, meditation etc.                    | .....            | .....                |
| Prayer Hall:  | .....            | .....                |
| Other facilities:                                   | .....            | .....                |
- Whether following activities are organised for patients:
    - Cultural activities like dance and drama:
 

.....
    - Picnics:
 

.....
  - Are library facilities available for Patients:
 

.....

    - If available, Pl. give following details :
  - Number of books on different subjects:
 

.....
  - Number of Magazines:
 

.....
  - Number of Newspapers subscribed in English and local language:
 

.....

b. Power Supply

- Status of power supply in the Hospital:



- Adequate or inadequate:

.....

- Availability of generator facility:

.....

c. Telephone facilities

- Availability of a PABX with requisite lines and operator:

.....

- If Yes, has one line provided to each of the following:

- Duty room: .....

- Ward: .....

- In the absence of PABX, has some well trained staff deputed to receive calls of relatives of patients:

.....

- Availability of intercom facility within hospital premises between the following: Yes/No

Medical officers: .....

Medical officers and staff nurses, technicians and other supervisory staff: .....

MOs and library: .....

OPD, IPD and OT etc.: .....

Central store, central kitchen, emergency services, laundry: .....

- Provision of mobile phone with SIM facility for all regular staff including doctors:

.....

- Availability of PCO: .....



## 7. Vocational/Occupational Therapy and Rehabilitation Services:

- Availability of separate sections of vocational/occupational and rehabilitation centres for skill training, behavioural therapy and economic rehabilitation in the Mental Hospital:  
.....

### a. Vocational/Occupational Therapy

- Availability of vocational training centres in the Mental Hospital:  
.....  
➤ If available, enumerate the vocational sections:  
.....
- Availability of occupational therapy units:  
➤ If available, enumerate the occupational therapy programmes like tailoring and candle making etc.  
.....
- Availability of sheltered workshops:  
.....  
➤ If available, number of sheltered workshops:  
.....
- Are vocational training and occupational programmes available for:  
➤ All manageable patients: .....  
➤ Selected few: .....  
➤ If available for selected few, what criteria is followed for selection: (Pl. give details) :  
.....
- Number of manageable patients engaged in:  
➤ Vocational training centre: .....  
➤ Occupational therapy units:.....





- Is there regular production in occupational units?:

.....

- If yes, pl. give the following details:

- a. Products produced in occupational units:

.....

- b. Are these products market oriented:

.....

- c. Arrangements made for procurement of raw materials:

.....

- d. Arrangements made for sale of finished products:

.....

- Is remuneration paid to patients for services rendered?:

.....

- If yes, procedure adopted for making payments:

.....

- Is amount of remuneration paid to patients adequate or inadequate (Pl. give details):

.....

b. Rehabilitation Services:

- Availability of rehabilitation wards in the hospital:

.....

- If available, what is the status of the following:

- Total intake capacity of the rehabilitation centre:

.....

- Number of rehabilitation wards:

.....



- Facilities provided:

.....

- Number of beneficiaries availing the facilities:

.....

- Are rehabilitation programmes run for male and female?:

.....

- If yes, are these programmes run:

- Jointly for male and females:

.....

- Separately for male and females:

.....

- Categories of patients attending Rehabilitation Centre:

➤ Are following categories of patients attending Rehabilitation Centre:	Yes/No	Number of patients:
Psychosis:	.....	.....
Mental retardation:	.....	.....
Neurosis:	.....	.....
Epilepsy:	.....	.....
Alcohol and drug abuse:	.....	.....

- Therapeutic techniques:

➤ Are following techniques used in Rehabilitation Centre:	Yes/No	Remarks, if any:
Behavioural modification:	.....	.....
Transactional analysis:	.....	.....
Individual counselling:	.....	.....



Family counselling: .....  
Group approach: .....  
Therapeutic community: .....  
Electric approach: .....

- Is pre and post assessment of patients done in rehabilitation centres?:

.....

- If yes, describe the procedure:

.....

- Staffing pattern in the Rehabilitation centre:

➤ Designation :	Number of sanctioned post	Number of vacant post:
Psychologists:	.....	.....
Social workers;	.....	.....
Psychiatric nurses:	.....	.....
Vocational therapists:	.....	.....
Occupational therapists:	.....	.....
Rehabilitation Assistant:	.....	.....
Other like dance and music teachers, if any:	.....	.....

- Are NGOs involved in rehabilitation activities? :

.....

- If yes, (Pl. give following details):

- Number of NGOs involved:

.....

- Programmes in which involved:

.....



- Availability of the following (Pl. give details):
  - Day care facilities for patients coming from home to rehabilitation centre:
 

.....
  - Half way homes facilities:
 

.....
  - Long stay facilities:
 

.....
- Difficulties faced in rehabilitation:
 

.....
- Please give comments/suggestions relating to rehabilitation services:
 

.....

## 8. Rights of the Patients

- Are family/relatives told about the nature of illness, treatment, prognosis of the patient: (Pl. explain):
 

.....
- Are family members allowed to see the patients in the wards?:
 

.....

  - If no, Pl. explain:
 

.....
- Describe programmes run for family interventions:
 

.....
- Are patients allowed to write letters to their family/relatives? :
 

.....

  - If allowed, percentage of patients who write letters:
 

.....



- Are patients allowed to talk to recognized/authorized social agency personnel to express their grievances:  
.....
- Are arrangements made for taking care of discharged patients (PI explain):  
.....
- Are patients/family and staff group meetings held in the hospital to resolve day to day problems through coordinated efforts:  
.....
  - If yes, what is the composition of the Staff Group:  
.....
- Number of meetings held in a month:  
.....
- Are hospital staff aware of rights of mentally ill patients? : (PI. explain):  
.....
- Pleases give specific suggestions to sensitize staff about rights of mentally ill patients:  
.....
- Describe any conveyance assistance or subsidy provided by the State to mentally ill:  
.....
- Are disability certificates provided to mentally ill patients by the hospital to enable them to avail disability benefits:  
.....

## 9. Deaths in Hospital

- Number of deaths/ suicides/ homicide during the last 3 years:  
.....



- Are these deaths audited to know the causes of deaths and efforts made to save the life of patients?:  
.....

- Please give suggestions for preventing suicides:  
.....

## 10. Escapes

- Number of escapes from the hospital during the last 3 years (Pl. give number and reasons for escapes)  
.....

- In case of escape due to staff negligence, (Pl. give details of the action taken against the staff responsible for escape):  
.....

- Please suggest steps taken to prevent escapes:  
.....

## 11. Medical Records

- Condition of the record room:
- Very good: .....
- Good: .....
- Average: .....
- Poor: .....

- If poor, Pl. give reasons for the same:  
.....

- Maintenance of medical records:

- Are Medical records kept in:

- Cupboards: .....
- Covered racks: .....
- Open racks: .....



- Staff engaged in record room: (in numbers):  
.....
- Total number of files in the record room:  
.....
- Are there separate case files for each patients?:  
.....
  - If no, Pl. give the reasons:  
.....
- How case files are maintained?:
  - Paper clipped: .....
  - Individual files: .....
  - Box files for group of patients: .....
- Average time taken to retrieve files Record room:  
.....
- Is access to patients records given to:
  - All: .....
  - Treating Doctors/Team: .....
  - Agency on request: .....
- Confidentiality of case record:
  - Confidential: .....
  - Not confidential: .....
- Complaints relating to maintenance of records, if any:  
.....
  - If so, what are the specific complaints:  
.....



- Specific suggestions to improve medical record keeping:

.....

## 12. Staffing Pattern

• Designation	Number of Sanctioned Posts	Number of Vacant posts
Psychiatrist	.....	.....
General Medical Officers	.....	.....
Clinical Psychologists	.....	.....
Psychiatric Social Workers	.....	.....
Psychiatric nurses:	.....	.....
Matrons	.....	.....
Head Nurses	.....	.....
Staff Nurses	.....	.....
Nursing Orderlies	.....	.....
Technicians	.....	.....
Pharmacists	.....	.....
Administrative Staff	.....	.....
Data entry operators	.....	.....
Supporting staff like electricians	.....	.....
Occupational Therapists	.....	.....
Attenders	.....	.....
Peons	.....	.....
Sweepers	.....	.....
Barbers	.....	.....
Other, if any	.....	.....





- Number of posts filled on contract basis:  
.....
- Number of visiting Specialists:  
.....
- Pay and allowances of the regular staff:  
.....
- Pay and allowances of staff engaged on contract basis:  
.....
- Honorarium paid to visiting specialists:  
.....

### 13. Training of Staff

- Are in service training programmes arranged for Medical and Non-medical staff?:  
.....
  - If yes, the frequency and duration of such programmes for different categories of staff: (Pl. give details)  
.....
- What are the main reasons for demotivation among staff for mental health care?: (Pl. explain)  
.....
- Please give specific suggestions for increasing motivation among staff for mental health care activities:  
.....

### 14. Management of the Institution

- Status of the administrative block:
- Availability of the following:



- Superintendent/Director's room.....
- Matron' room.....
- Security officer's room: .....
- Status of autonomy enjoyed by the institution: (Pl. give details):  
.....
- What are the administrative powers of the Superintendent of Mental Health Care Institute? (Pl give details):  
.....
- What are the financial powers of the Superintendent of the Mental Health Hospital? (Pl. give details) :  
.....
- Decertification procedure adopted in the institute: (Pl. explain)  
.....
- Percentage of admissions with involvement of legal procedure in total admission:  
.....
- Status of implementation of Mental Health Act, 1987:
  - Fully implemented: .....
  - Partially implemented: .....
  - Not implemented: .....
  - Please give reasons for partial implementation and non-compliance:  
.....
  - Describe problems in implementing the Mental Health Act 1987:  
.....



- Please give specific suggestions towards implementation of the Act:  
.....

## 15. Board of Visitors

- Has the Board of Visitors or Board of Management been constituted:  
.....

➤ If yes, what is the constitution of the Board:  
.....

➤ What are the Bye-laws relating to procedure required to be adopted in the Board or other Sub- Committees: (Pl. explain)  
.....

➤ How frequently the meetings of Board of Visitors/Management are held?:  
.....

## 16. Finances

- Budget of the Mental Health Care Centre during last 3 years (in Rs.):

	2012	2013	2014
Total Budget:	.....	.....	.....
Plan Budget:	.....	.....	.....
Non-plan Budget:	.....	.....	.....
Special funds for improvement, if any:	.....	.....	.....

- Mode of expenditure in last 3 years:

➤ Share of the following in total expenditure:

	2012	2013	2014
Salaries:	.....	.....	.....
Drugs:	.....	.....	.....



- Diet of patients: .....  
 Linen: .....  
 Furniture: .....  
 Maintenance: .....  
 Others: .....  
 • Donations received in:      2012      2013      2014  
 Cash: .....  
 Kind: .....  
 • Are budgetary allocations adequate?:  
 .....  
 ➤ If not adequate, please suggest remedial measures:  
 .....

## 17. Teaching, Training and Research

- Does teaching, training, research go side by side with treatment, social and occupational rehabilitation of patients:  
 .....
- status of the teaching block:
- Availability of the following: (Pl. give details)
  - Staff room/separate rooms for the faculty:  
 .....
  - Number of lecture theatres:  
 .....
  - Proper accommodation for teaching staff:  
 .....
  - Library cum reading room for faculty members:  
 .....



- Separate canteen for teaching staff:  
.....
- What is the faculty position in the following Departments (Please give details):
  - Department of Psychiatry:  
.....
  - Department of Clinical Psychology:  
.....
  - Department of Psychiatric Social Work:  
.....
- Sanctioned seats for various Post graduate courses like MD, Ph.d and M.Phil etc. in:
  - Department of Psychiatry:  
.....
  - Department of Clinical Psychology:  
.....
  - Department of Psychiatric Social Work:  
.....
- Sanctioned seats for diploma courses like Psychiatric nursing etc. in:
  - Department of Psychiatry:  
.....
  - Department of Clinical Psychology:  
.....
  - Department of Psychiatric Social Work:  
.....
- Details of various conferences attended by faculty members:  
.....



- Details of research projects taken up in different departments:

.....

- Details of publications brought out by faculty in different subjects:

.....

## 18. Community Services

- Describe the status of the following:

- Community mental health activities and services provided by the Hospital (Pl. give details):

.....

- Availability of trained doctors and paramedical staff for extension of mental health services:

.....

- Problems faced in extension of mental health services in rural areas: (Pl. explain)

.....

- Describe the involvement of Mental Health Hospital in on-going District Mental Health programmes in the State:

.....

- Other community out-reach programmes carried out by the Institution: (Pl give details)

.....

- Are there any extension service Programmes carried out by Hospital like consultations, visit to jails, remand houses and destitute homes etc.?:

.....

- If yes, please give details:

.....



- Provision of Psychiatric units at General Hospital and District Hospitals:

.....

- If yes, number in GHPUs and DHPUs:

.....

## 19. Court Representations and Orders

- Are some complaints lodged in the courts relating to ill treatment of patients?:

.....

- If so, number of cases:

.....

- Any public interest litigation filed against the hospital?:

- If so, please details:

.....

- Have some directions been given by any court regarding functioning of the hospital:

.....

- If yes, Please give specific reasons for court intervention and directions:

.....

- How far the directions given by Supreme Court have been complied?:  
(Pl. explain):

.....

- Please give specific suggestions for prevention of court's intervention:

.....



## LIVING CONDITIONS AND PROTECTION OF HUMAN RIGHTS OF PRISON INMATES

### 1. Prison Profile

#### i. Infrastructure

- Year of Construction:  
.....
- Location of prison:  
.....
- Total land area of the prison (Sq. mtrs.):  
.....
- Built up area of the prison (Sq. mtrs.):  
.....
- Open Area (Sq. mtrs.):  
.....
- Any part of prison under unauthorized occupation:  
.....
- If so, what steps are being taken to retrieve the land? (Please give details):  
.....
- Prescribed distance of prison blocks from perimeter Wall:  
.....





- Actual distance of prison blocks from perimeter wall:

.....

- Status of barracks and cells in prison:

.....

- Number of barracks in the prison:

.....

- Number of cells in the prison:

.....

- Number of single rooms in the prison:

.....

- Authorized capacity of each barrack:

.....

- Number of prisoners housed in each barrack:

.....

- Per capita availability of space in each barracks:

.....

- Authorized capacity of each cell:

.....

- Number of prisoners housed in each cell:

.....

- Per capita availability of space in each cell:

.....

- Are barracks and cells well lighted and ventilated:

.....



- Availability of the following in the prison: (Please give details)
  - Prison school:
 

.....
  - Sheds for vocational training and work programmes:
 

.....
  - Prison hospital and hospital infrastructure:
 

.....
  - Children park:
 

.....
  - Children crèche:
 

.....
  - Staff quarters:
 

.....
  - Dry and wet canteen:
 

.....
- Status of Prison buildings:
  - Condition of the prison buildings:
 

Very good: .....

Good: .....

Poor: .....
  - If poor, is it due to:
 

Structural problems: .....

Leakage and seepage problems: .....

Buildings beyond repairs: .....
- Maintenance of the prison buildings:



- Institutional arrangements for repairs and maintenance (Please give details):  
.....
- Status of maintenance of the prison buildings:  
Very good: .....  
Good: .....  
Average: .....  
Poor: .....
- If poor, is it due to:  
Financial constraints:.....  
Lack of proper supervision: .....  
Any other reasons: .....

## ii. Prison population

- Authorized capacity of the prison:  
.....
- Daily average strength of previous month:  
.....
- Actual prison population on the day of the visit:  
.....
- Extent of overcrowding (% terms):  
.....
- Details of prisoners housed in prison:
- ❖ Status of convicts
  - Total number of convicts:  
.....
  - Number of convicts sentenced to:



Death: .....

Life Imprisonment: .....

Rigorous Imprisonment: .....

Simple Imprisonment: .....

Detenues: .....

- Share of convicts in total prison population (% terms):

.....

❖ Status of Under-trial Prisoners (UTPs)

- Total number of UTPs:

.....

- Share of UTPs in total prison population(% terms):

.....

- Are prisoners classified on the basis of their social and economic status and habits of living? :

.....

- If yes, (please explain):

.....

❖ Separation of Prisoners

- Whether arrangements are made to house following categories of prisoners separately:

- Convicts: .....

- UTPs: .....

- Females: .....

- Political Prisoners: .....

- High Security prisoners:

.....



➤ Condemned prisoners:

.....

➤ Drug addicts:

.....

➤ Prisoners suffering from contagious diseases:

.....

➤ Mentally ill prisoners:

.....

➤ Geriatric prisoners:

.....

➤ Adolescents:

.....

- If yes, please explain details of arrangements made for housing them separately:

.....

- If no, please give reasons for not housing separately:

.....

## 2. Food

- Whether food is cooked in clean and hygienic environment (Please explain): .....

- Condition of the kitchen:

➤ Whether kitchen is:

- ◆ Primitive or modern: .....

- ◆ Spacious, well lighted and ventilated:

.....



- Whether kitchen has the following:
  - Tiles on walls upto the height of 2 meters:  
.....
  - Floors made of impermeable material:  
.....
  - Sufficient storage space for provisions, articles, vegetables, containers and cooking utensils:  
.....
  - Platform for washing, cleaning and cutting vegetables:  
.....
  - LPG/hotplates:  
.....
  - A chimney:  
.....
  - Sufficient number of exhaust fans:  
.....
  - Fly-proof automatic closing doors:  
.....
  - Fly-proof wire mesh all around:  
.....
  - Stainless steel utensils for cooking and storing food:  
.....
  - Mixer and grinder:  
.....
  - Kneading and chapatti making machine:  
.....



- Adequate supply of water:  
.....
- Adequate number of taps inside the kitchen:  
.....
- Status of cooking of food:
- Whether food is cooked in the prison or supplied by private contractors?:  
.....
  - If cooked in the prison, is it cooked by professional cooks or untrained inmates? :  
.....
  - If cooked by inmates, are they provided necessary cooking training before engaging in cooking?:  
.....
  - Are prison inmates paid wages for rendering their services in the kitchen:  
.....
  - If yes, are they paid wages of:  
Skilled workers: .....  
Semi-skilled workers: .....  
Unskilled workers: .....
- Means and mode of cooking:
  - LPG: .....
  - Kerosene: .....
  - Fire wood: .....
- Is medical examination of cooks done at regular intervals:  
.....



- Inspection and supervision:
- Whether Prison administration is inspecting and supervising the following:
  - Weighing ration issued from the central store to the kitchen store:
 

.....
  - Cooking of food:
 

.....
  - Quality of food served to inmates:
 

.....
- Whether food grains are purchase from:
  - PDS at concessional rate:
 

.....
  - Markets at prevailing price rates:
 

.....
- Quality of food grains (Please explain):
 

.....
- Scales of diet
  - What is the prescribed daily per capita expenditure on diet:
 

.....
  - Actual per capita expenditure incurred on diet:
 

.....
  - Scales of diet fixed in terms of calories for the following:
 

Categories of prisoners	Calories
♦ Male convicts sentenced to rigorous imprisonment:	.....





- ♦ Male convicts sentenced to simple imprisonment: .....
- ♦ Female convicts: .....
- ♦ Male UTPs: .....
- ♦ Female UTPs: .....
- Extra diet:
  - Weather extra diet is provided to : Yes/No
  - ♦ Pregnant and nursing mothers .....
  - ♦ Children staying in the prison: .....
  - ♦ Patients in jail hospital: .....
  - ♦ TB patients; HIV/AIDS patients: .....
  - ♦ Mentally ill prisoners .....
  - ♦ Geriatric inmates: .....
  - ♦ Lungar workers: .....
  - ♦ Inmates observing fast: .....
- Whether special diet is served on:
  - Festival days of different religions: .....
  - National days: .....
- Formulation of diet charts/food menu:
- Whether prison administration is doing the following: (Please explain)
  - Formulating diet chart for different categories of prison inmates in consultation with dietitian: .....
  - Availing the services of a dietitian/nutritionist for evaluating the composition of food, nutritive contents, and suggesting ways



and means for converting food package within given amount of expenditure into balanced diet package:

.....

- Preparing food menu by involving prisoners Panchayat:

.....

- Displaying diet chart in front of the kitchen:

.....

- Seeking comments and suggestions from inmates to improve the quality of food:

.....

- Transportation of food

- Weather food is transported from main kitchen to barracks:

- ◆ Manually on shoulders/head loads: .....

- ◆ Mechanically by trolleys: .....

- Serving of food to inmates:

- Number of meals served to inmates:

.....

- Timings of serving food:

- ◆ Light meal in the morning: .....

- ◆ Mid-day meal: .....

- ◆ Evening meal: .....

- ◆ Snacks/ biscuits, if provided at bed time: .....

- Time gap between two meals

.....

- Weather food is served on:

- ◆ Dining table: .....



- ♦ On floor: .....
- Are prisoners asked to wash their hands before taking food?:  
.....
- Is food served under supervision of prison officials/medical officer?:  
.....

### 3. Water

- What are the sources of water:  
(Please give details): .....
- What is the daily per capita supply of water to inmates for drinking, cooking, washing, cleaning and flushing ?:  
.....
  - Is it less than the daily prescribed quantity of 135 litres of water for each inmate:  
.....
- Whether sufficient quantity of water is ensured before locking inmates in barracks and cells?:  
.....
- What is the storage capacity of water in the prison?:  
.....
- What are the means of storage of water?:  
.....
- Whether following measures are adopted to assure supply of potable water to inmates: (Please explain)
  - Percolation of surface water:  
.....
  - Closing mouths of wells and raising water by Pumps:  
.....



- Cleaning wells once a year:  
.....
- Safeguarding 15 mtrs radius of wells and tube wells from dumping of garbage:  
.....
- Regular cleaning of overhead tanks:  
.....
- Sending samples of water to approved PH laboratories twice a year for chemical and bacteriological examination:  
.....
- Taking steps, if bacterial and chemical impurities are confirmed:  
.....
- Preventing intermingling of water supply lines and sewerage lines:  
.....
- Installing Reverse Osmosis RO plant in the prison:  
.....
- Installing Aqua guards:  
.....
- Other issues:  
.....
- Are water coolers installed?:  
.....
- Whether arrangements have been made for Rain water harvesting and recycling of water? (Please explain):  
.....



#### 4. Clothing and Bedding

- Whether provisions of Model Prison Manual relating to scale of clothing and bedding for Convicts and UTPs are complied with?:  
.....
- Scale of clothing and bedding prescribed by State Government for each: (Please give details):  
Convict: .....  
UTP: .....
- Whether scale of clothing and bedding is fixed in accordance with the climatic conditions and prevailing customs?: (Please explain)  
.....
- Clothing items actually issued in summers and winters to each: (Please give details)  
Male convict: .....  
Female convict: .....
- Bedding items actually issued in summers and winters to each(Please give details):  
Male convict: .....  
Female convict: .....
- Whether poor and indigent UTPs are provided clothing and bedding, if they apply for the same:  
.....
- What is the maximum prescribed life of different items of bedding and clothing? (Please give details):  
.....
- Whether these items are replaced after the expiry of the prescribed life?:  
.....



- Is there a condemnation board to write off un-serviceable items of clothing and bedding?:  
.....

- Whether prisoners are provide the following:

- A pair of chappals or shoes:  
.....

- Cots or cemented raised platforms:  
.....

## 5. Personal Hygiene

Status of the following:

- Provision of covered cubicals for bathing:  
.....

- If not, what arrangements exist for bathing?:  
.....

- What is the actual prisoner to bathroom ratio?:  
.....

- Is it ensured that every prisoner takes bath every day or as frequently as necessary according to climatic conditions?:  
.....

- Is hot water supplied to inmates in winters for taking bath?:  
.....

- Whether following items are supplied to prisoner to ensure their personal hygiene:

- Bathing soap: .....

- Shampoo: .....

- Tooth brushes and tooth paste/powder:



- Mustard or coconut oil for setting hair:  
.....
- Sanitary napkins to female prisoners:  
.....
- If yes, the quantity of these items supplied to each male and female inmate:  
.....
- Is it ensured that every prisoner washes his/her clothing at least once a week?:  
.....
  - If so, are they supplied washing soap, washing powder and detergent as per the prescribed scales?:  
.....
- Is there a mechanized laundry for washing clothing and bedding at the time of return of these items to the store?:  
.....
- Whether prison has sanctioned posts of barbers?:  
.....
  - If not, what arrangements are made for daily shave and monthly haircut of male inmates?:  
.....

## 6. Sanitation

- Total number of toilets, urinals, and wash places inside and outside sleeping barracks and cells:  
.....
- Whether prison has toilet to prisoner ratio of 1: 10 inside barracks and 1: 6 outside barracks?:  
.....



- If not, what is the toilet to prisoner ratio?:  
.....
- Whether toilets have the following facilities:
  - Sanitary type latrines with proper arrangement of flushing:  
.....
  - Toilets placed on impermeable basis, higher than the surrounding ground:  
.....
  - Glazed ceramic tiles fitted on inside walls of latrine up to a height of one metre from the floor level:  
.....
  - Western commodes provided for physically and orthopedically challenged inmates?:  
.....
  - Is round the clock supply of water available:  
.....
- Standard of cleanliness of jail premises:
  - Are prison premises including barracks and cells cleaned daily and bathrooms and toilets cleaned twice a day with disinfectants?:  
.....
  - Is prison area kept free from unwanted plants and weeds, accumulation of garbage, manufacturing and kitchen waste?:  
.....
  - What is the condition of: (Please explain)  
Drains: .....





Waste disposal: .....

- Persons engaged in cleaning prison premises:  
.....
- Whether prison administration is engaging:
  - ♦ Professional cleaners: .....
  - ♦ Part time cleaners: .....
  - ♦ Prison inmates: .....
  - If professional cleaners:
    - ♦ Number of sanctioned posts of cleaners:  
.....
    - ♦ Number of vacant posts of cleaners:  
.....
  - If Part time cleaners:
    - ♦ Number of part time cleaners engaged:  
.....
    - ♦ Number of hours engaged every day:  
.....
  - If prison inmate:
    - ♦ Number of inmates engaged:  
.....
    - ♦ Are they paid wages at prescribed rates?:  
.....
- Whether District/Municipal Health officer is visiting jail under his/her jurisdiction once a month for inspection and offering suggestions for improvement?:  
.....



- Please give specific suggestions for improving sanitation conditions in the prison:  
.....

## 7. Recreation and Cultural Activities

- Whether the prison has the following facilities:
  - A TV Set installed in each barrack and Cell:  
.....
  - Adequate number of indoor games like chess, ludo, and carom:  
.....
  - Adequate arrangements for outdoor sports like volley ball, badminton, football and basket-ball:  
.....
- Whether prison administration is organizing and celebrating the following:
  - Film shows including patriotic and educational films:  
.....
  - Plays on social problems and values:  
.....
  - Group and folk dances on festivals and social occasions:  
.....
  - Music programmes:  
.....
  - Yoga and Meditation:  
.....
  - Independence Day, Republic day and Mahatma Gandhi's birthday:  
.....



- Religious festivals of all religions by encouraging prisoners to participate:  
.....

- The annual sports day by involving prisoners:  
.....

- Any other activities:  
.....

- Involvement of NGOs:

- Are NGOs involved in recreational and cultural activities?:  
.....

- If yes. Please give details of number of NGOs and activities :  
.....

## 8. Communication

- Are prisoners' rights to interview; write/receive letters and other means of communication displayed in the prison?:  
.....

### i. Interviews

- ❖ Status of interview facilities:

- Whether prison has the following facilities for holding the interviews:

- A suitable interview room divided into cubicles for holding interviews:  
.....

- A suitable waiting room with facilities of toilet and drinking water for visitors:  
.....

- ❖ Interview procedure;



- What is the prescribed procedure for holding Interviews?:  
.....
- The procedure actually followed in the prison for holding the interviews:  
.....
  - Number of interviews a convict and UTP allowed with his family/ friends/advocates in a month:  
.....
  - Number of persons allowed to interview one inmate at a time:  
.....
  - Time allowed for each interview:  
.....
- Can Superintendent extend the time of interview?:  
.....
- ❖ Means and Mode of interview:
- Whether interviews are held in:
  - Interview room:  
.....
  - Open space:  
.....
  - Female enclosure/wards for female inmates:  
.....
  - Hospitals for seriously ill prisoners:  
.....
  - Cells for condemned prisoners:  
.....



- Whether convicts are interviewed in the presence of an experienced prison officer; and female convicts in presence of a lady officer:  
.....

❖ Average number of requests received for interview in a month:  
.....

❖ Number of requests rejected, and reasons thereof: (Pl. explain)  
.....

❖ Details of redressal of complaints, if any:  
.....

## ii. Letters

- Number of letters a convict and a UTP is allowed to write at:

- ◆ Government expense:  
.....

- ◆ His own expenses:  
.....

- System followed for dispatching letters and distribution of received letters:  
.....

- Whether letters are censored by Superintendent or Jailor before dispatched and delivered to inmates?:  
.....

## iii. Telephone

- Whether prisoners are allowed to use telephone on payment under the supervision of police officer?:  
.....



## 9. Power

- Are DG sets with sufficient KVA capacity available to deal with problems of tripping, interruptions and load shedding:

.....

## 10. Education arrangements

- What is the status of the following:
  - Suitable accommodation for running school:
 

.....
  - Number of sanctioned posts of teachers:
 

.....
  - Vacant posts of teachers:
 

.....
  - Availability of teaching learning material:
 

.....
- Whether literacy classes are organized for beginners and illiterate prisoners:
 

.....

  - If yes, whether literacy classes are run by:
    - ◆ Well qualified teachers:
 

.....
    - ◆ Educated prisoners volunteer to teach:
 

.....
- Whether intermediates and advanced education is arranged through distance education for educated prisoners?:
 

.....



- If yes, whether a study centre of Open University is established in prison:  
.....
- Provision of technical education like computer classes in the prison:  
.....
- What is the status of integration of prison education system with State education system?:  
.....
- Whether educational personnel are provided:
  - Proper orientation relating to correctional policies, programmes and methods:  
.....
  - Primer specific training/brief orientation imparted to volunteer educated inmates on how to teach:  
.....
- Is prison administration approaching Department of Education, NOS/ IGNOU and other educational institutions for opening a study center in the prison and providing study material? (please give details)  
.....
- Are NGOs involved in educational programmes?:  
.....
- Status of the prison library:
  - Is prison library established in a proper room:  
.....
  - Subject-wise number of books:  
.....



- Number of magazines and newspapers subscribed for inmates:

.....

- Whether library is managed by a qualified librarian or an educated inmate:

.....

- Number of books donated by NGOs.

.....

## 11. Vocational Training and Work Programmes

- Is there any clear policy for imparting vocational training to inmates and running work programmes for prisoners?(Please explain):

.....

### I. Vocational Training

- Whether prison administration is running vocational training courses?:

.....

- If so, does the prison have a well-developed infrastructure for imparting vocational training?:

.....

- List of trades in which vocational training is provided to: (Please attach a separate sheet)

- Male and female convict:

.....

- Male and female UTPs:

.....

- Adolescent and young offenders:

.....





- Total number of male and female inmates to whom vocational training was imparted during the last two years:

.....

ii. Work Programmes

- Whether State Government is:
  - Giving preference in granting permission to prison industry for running various industrial/production units:  
.....
  - Designing production and employment policy to meet the needs of prisoners coming from both rural and urban area:  
.....
  - Setting up adequate number of industrial units to engage convicts sentenced to rigorous imprisonment:  
.....

- Status of the following:
- Total number of industrial, agricultural and agriculture related units running in the prison:

.....

- Number of trades running in prison Industry:  
(Please give list of trade and explain):

.....

- Sanctioned posts of crafts masters:

.....

- Working hours in the prison industry:

.....

- Are industrial units operating at full Capacity?(Please explain):

.....



- Is adequate raw material available?:  
.....
- The total production of each industrial, agricultural and agriculture related unit in terms of:
  - Quantity:  
.....
  - Value:  
.....
- Whether prison produce is:
  - Consumed internally:  
.....
  - Supplied to other prisons, police department:  
.....
  - Supplied to Government departments and Agencies:  
.....
  - Sold through government departments:  
.....
  - Sold to public through prison shops:  
.....
  - Exhibited in the exhibitions:  
.....
  - Sold to private agencies on order:  
.....
- Prisoners engaged in Industrial units:
- Number of convicts engaged in:
  - Industrial/agricultural units:  
.....



- Other work programmes run in prison:  
.....
- Number of UTPs engaged in:
  - Industrial/agricultural units:  
.....
  - Other work programmes run in prison:  
.....
- Number of prisoners engaged as:
  - Skilled workers:  
.....
  - Semi-skilled workers:  
.....
  - Unskilled workers:  
.....
  - Trainees:  
.....
- Which of the following method is used for upgrading trainees/ unskilled to semiskilled and semiskilled to skilled workers: (Please explain)
  - An objective and transparent criterion based on the competence and proficiency of workers:  
.....
  - Sole discretion of instructors:  
.....



### iii. Wages

- What are the prescribed wage rates for:
  - Trainees/Unskilled workers:
 

.....
  - Semi-skilled workers:
 

.....
  - Skilled workers:
 

.....
- Whether prison administration is doing the following: (Please explain)
  - Displaying a chart giving details of work done and wages paid to inmates at the worksite:
 

.....
  - Fixing wages by keeping in view minimum wages notified by the Government and revising wages from time to time:
 

.....
  - Setting aside a part of wage payable to convict for payment as compensation to victim/victim's family for the offence committed by convict:
 

.....
  - Depositing wages earned by inmates in their saving accounts on fixed day of the months:
 

.....
  - Allowing prisoners to keep their passbooks or showing them their pass books periodically to apprise them about their accumulated savings:
 

.....



- Clearing the entire amount of wages earned by prisoners before or at the time of their release:  
.....
- Employing UTPs willing to work in prison works:  
.....
- Paying wages to UTPs at prescribed rates for the services rendered by them:  
.....
- Giving laboring diet and other facilities to UTPs engaged in industrial units:  
.....
- Auditing wage funds annually:  
.....

## 12. Health and Medical Care

- Whether prison hospital is well lighted and ventilated:  
.....
- Is it located at a sufficient distance from the barracks?:  
.....
- Hospital accommodation available on the scale of 5 % of the daily average of inmate population:  
.....
- Number of beds in prison hospital:  
.....
- Average daily occupancy:  
.....



- Are following categories of prisoners housed in separate wards:

- Male patients:

.....

- Female patients:

.....

- Geriatric patients:

.....

- Patients suffering from infectious and contagious diseases:

.....

- Mentally ill patients:

.....

- Drug addicts:

.....

- Whether adequate toilets are available:

- If yes, whether toilet to patient ratio is 1: 5:

.....

- Availability of some western commodes:

.....

- Whether following are available:

- Separate rooms for the medical officers: (Please explain):

.....

- Observation room:

.....

- Injection-cum-dressing room:

.....



- Minor surgical intervention room:  
.....
- A dispensary room:  
.....
- A laboratory room:  
.....
- Adequate number of staff quarters for Medical officers and Paramedical staff:  
.....
- Whether following facilities are available in the Hospital:
  - Pathological Laboratory and technician:  
.....
  - X-Ray machine and technician:  
.....
  - ECG machine and technician:  
.....
  - Other diagnostic facilities:  
.....
  - Drug de-addiction and counseling services:  
.....
  - Arrangements for detection and prevention of HIV/AIDS:  
.....
  - An ambulance:  
.....
  - Arrangements for uninterrupted supply of potable water and electricity:  
.....



- Status of Medical Staff:
- Number of sanctioned posts of:
  - Male doctors:  
.....
  - Lady doctors:  
.....
  - Psychiatrist:  
.....
  - Paramedical personnel:  
.....
- Vacant posts of hospital staff:  
.....
- Number of Specialists visiting the prison:  
.....
  - Number of visits made by each specialist in a month:  
.....
- Whether the Medical officers are performing the following jobs:
  - Medical examination of each and every prisoner within 24 hours of his/her admission to the jail:  
.....
  - Recording his/her weight and state of health at the time of admission in prisoner's history ticket:  
.....
  - Holding daily OPD:  
.....
  - Periodical examination of prison inmates:  
.....





- Regular screening of patients for T.B. and HIV/AIDS:  
.....
- Providing timely treatment to prisoners suffering from various ailments:  
.....
- Maintaining overall hygiene and sanitation in the prison hospital:  
.....
- Recommending special diet for patients:  
.....
- Supervising the diet of prisoners in the hospital:  
.....
- Recommending the class of labour for convicts sentenced to Rigorous Imprisonment:  
.....
- Segregating every case, or suspected case, of infectious disease immediately and maintaining strictest isolation:  
.....
- Treating T.B patients under DOTs:  
.....
- Intimating the cases of prisoners released before completion of their treatment under DOTs to their respective District Hospitals to ensure continuation of their treatment:  
.....
- Referring seriously sick patients to Government hospitals for expert opinion and specialized treatment:  
.....



- Referring mentally sick prisoners to mental health care centers with prior sanction of the competent authority for proper treatment:  
.....
- Keeping proper liaison with outside hospitals and Medical colleges:  
.....
- Checking the number of deaths in the jails:  
.....
- Ensuring adequate supply of medicines:  
.....
- Prisoners suffering from different ailments:
- Total number of patients suffering from:
  - T.B.:  
.....
  - HIV/AIDS:  
.....
  - Chronic diseases like heart, cancer, Irreversible kidney failure, cardio respiratory, leprosy etc. (Please give details of ailment and treatment):  
.....
- Status of mentally ill prisoners:
- Total number of mentally ill convicts and UTPs housed in the prison or taking treatment in Government Hospitals (Please explain):  
.....
- The duration of their stay in the prison:  
.....



- Are they housed in a separate ward of the prison hospital?:  
.....
- Whether mentally ill prisoners are treated by:
  - Psychiatrist posted in the jail:  
.....
  - A visiting psychiatrist:  
.....
  - ♦ if so, how many times a Psychiatrist is visiting them in a month:  
.....
  - Medical officer:  
.....
  - Taken regularly to a psychiatrist posted in Medical Hospital:  
.....
  - Transferred to Government hospital:  
.....
- How many times IG Prisons visits mentally ill In a month:  
.....
- Is Prison Superintendent sending regular health reports of mentally ill UTPs to the Court concerned?:  
.....
- Whether prisoners in the jail hospital are provided the following:
  - Special diet as recommended by Medical Officer:  
.....
  - Hospital clothing and bedding including proper mattress, a pillow with pillow cover, white sheets:  
.....



- Status of the following issues:
  - Availability of medicines:
    - ◆ Adequate:  
.....
    - ◆ Inadequate:  
.....
  - Timely availability of escort for taking sick inmates to Government hospitals:  
.....
  - Whether there is proper coordination and liaison between jail authorities and doctors of Government hospitals?:  
.....
  - Whether desired attentions is given to sick inmates transferred to Government hospitals for treatment (Please explain):  
.....
  - Are doctors and paramedical staff available in the prison for 24 hours to take care of emergencies?:  
.....
- Treatment of inmates in prisons not having hospitals and sanctioned post of doctors:  
.....
- Whether system of deputing Medical Officers from Government Hospitals is functioning satisfactory? (Please explain):  
.....
- Number of times a Medical Officer is supposed to visit prison in a month:  
.....



- Number of times MO actually visits the Prison:  
.....
- Are visiting MOs paid any honorarium?:  
.....
  - If yes, what is the amount of honorarium?:  
.....
- Status of camps held in the prison:
- Number of specialized camps held in the Prison in the last two years:  
.....
- Number of patients examined and treated in these camps:  
.....
- Are these camps organized with the assistance of Government Hospitals/NGOs?:  
.....
- Engagement of prisoners in hospital works:
- Whether prisoners are engaged in hospital duties:
  - If so, are they
    - ◆ Provided necessary training:  
.....
    - ◆ Paid wages for the services rendered?:  
.....
- Whether NGOs are involved in health care programmes:  
.....
  - If so; number of NGOs involved and their contributions: (Please give details)  
.....



### 13. Custodial deaths

- Total number of custodial deaths in the last 3 years:  
.....
- Number of:
  - Natural deaths:  
.....
  - Unnatural deaths:  
.....
- Are these deaths investigated properly to know whether deaths occurred due to:
  - Normal ailments:  
.....
  - Negligence in giving proper care and treatment:  
.....
  - Mental or physical torture:  
.....
- What action is taken if findings reveal that these deaths occurred to due negligence or mental and physical torture? (pl explain):  
.....
- Whether Medical Officer is sending a special report in case of unusual mortality to the Government through the Inspector General: (Please give details):  
.....
- What checks and safeguards have been adopted to prevent suicides in the prisons?: (please give details):  
.....
- Whether NHRC guidelines are followed in:



- Sending intimation of custodial deaths to NHRC within stipulated period of 24 hours of its occurrence:  
.....
- Holding post mortem examination in each case of custodial death:  
.....
- Keeping records of post mortem examination in the prison:  
.....
- Conducting magisterial inquiry in each case:  
.....
- Sending detailed report including Inquest report, Post Mortem reports, Magisterial Inquiry report along with other documents within 2 months of the incident:  
.....
- Viscera examination report when required:  
.....
- Cassette of video filming of post mortem examination when required:  
.....

#### 14. Prison staff

- Staff strength of prison:  
.....
- Sanctioned staff strength of prison for different Categories (Please give details):  
.....
- Actual staff strength of different categories:  
.....
- Vacancies in different categories:  
.....



- Adequacy or otherwise of :
  - Sanctioned staff:  
.....
  - Available staff:  
.....
- Steps taken to fill up vacancies:  
.....
- Service conditions
- Service conditions of different categories of prison staff (please give details):  
.....
- Has any objective and dispassionate assessment of service conditions vis-à-vis operational efficiency been made?:  
.....
  - If so, please give details of findings and corrective measures taken:  
.....
- Status of staff quarters:
- Number of quarters required for prison Staff (please give details):  
.....
- Number of quarters available for staff:  
.....
- Condition of staff quarters:  
.....
- Please give suggestions for:
  - Solving the problem of shortage of Staff quarters:  
.....





- Improving the condition of Staff quarters?:  
.....

## 15. Capacity building of officers and staff

- Status of training courses:  
.....
- Institutional arrangements for imparting training to officers and different categories of staff:  
.....
- Duration of training course for each category of staff:  
.....
- Contents and quality of training:  
.....
- Does training curriculum includes prison rules and regulations; law; amendments; judgments delivered by Supreme court; and human rights of prisoners?:  
.....
- Status of refresher courses:  
.....
- Are refresher courses arranged for officers and different categories of staff to apprise them about the latest developments?:  
.....
- Impact of training on correctional behavior of the staff in the prison:  
.....
- Please suggest steps for further strengthening:  
.....

## 16. Board of Visitors (BOV)

- Status of Board of Visitor:  
.....
- Has the Board of Visitors been constituted?:  
.....



- If so, please give the following details:
  - When was it constituted:
 

.....
  - What is the constitution of Board of Visitors?:
 

.....
  - Does BOV include a female member?:
 

.....
  - How frequently the members of BOV visit the jail?:
 

.....
  - Are observations made by BOV recorded in Visitors' Minutes Book soon after the visit and forwarded to IG Prisons with comments of the Superintendent?:
 

.....
  - Current status of compliance of observations and recommendations made by Board of Visitors:
 

.....
- If Board of Visitors has not been constituted or gone defunct, what steps are being taken to:
  - Constitute or revive the Boards of Visitors:
 

.....

## 17. Visits

- Number of visits/inspections made by the following during the last year:
  - Judicial authorities:
 

.....
  - Non-Judicial authorities:
 

.....



- The observations/comments/recommendations made by these authorities (Please give details):

.....

- Please explain the action taken on their comments and recommendations:

.....

## 18. Jail Adalats

- Are Jail Adalats held in the jail premises to dispose off cases of petty offenders willing to confess their guilt?:

.....

- If so, how frequently the Jail Adalats are held in the jail?:

.....

- Number of cases considered; disposed off; and number of prisoners released in each Adalat held in the jail:

.....

## 19. Involvement of NGOS

- Are NGOs involved in welfare activities like education, vocational training, cultural and spiritual activities, arranging specialized camps, conducting yoga and meditation classes, and arranging admission of children of prisoners in schools and hostels, and assisting convicts in their rehabilitation after releases etc.?:

.....

- If so, number of NGOs involved:

.....

- Specific areas of their involvement (Pl. give details):

.....

- Are these NGOs of good reputation and credibility? (Pl. explain):

.....



## 20. Under-Trial Prisoners (UTPs)

- Whether UTPS on admission to jail are informed about their rights such as right to speedy trial, bail, free legal aid, plea bargaining etc. and their duties in simple local language?:  
.....

- Number of UTPs lodged in the prison:

Male UTPs:

.....

Female UTPs:

.....

- | Detention period | Men   | Women |
|------------------|-------|-------|
| Upto 3 months:   | ..... | ..... |
| 3-6 months:      | ..... | ..... |
| 6-12 months:     | ..... | ..... |
| 1-2 years:       | ..... | ..... |
| 2-3 years:       | ..... | ..... |
| 3-5 years:       | ..... | ..... |
| Above 5 years:   | ..... | ..... |

- The average duration of their detention in the jail:  
.....

- Are cases of UTPs progressing satisfactorily in the courts?:  
.....

- If not, what are the contributory factors for delay in disposal of case?:  
.....



- Is District Judge carrying out a detailed scrutiny of cases of male UTPs languishing in jail for more than three years, and female UTPs for more than one year?:  
.....
- Please give specific suggestions to reduce duration of detention of UTPs in prison:  
.....
- Is free legal aid provided to poor and indigent UTPs for defending their cases in the courts?:  
.....
  - If so, are advocates appointed by Government take necessary interest in the cases of their clients?:  
.....
- Whether court lock-ups holding UTPs till their cases come up for hearing has the necessary facilities of drinking water and toilets?:  
.....
- Does prison administration face any problem in arranging escort for taking prisoners for court appearance?:  
.....
- Are UTPs served food before being taken to the courts?:  
.....
- Status of Bail:
- Number of bail petitions pending in trial courts for disposal:  
.....
- Number of cases where bail application has been rejected but advocates concerned have not communicated the decision of the court and grounds for rejection to their clients:  
.....



- Number of UTPs languishing in the jail despite being granted bail due to:
  - Inability to furnish sureties:  
.....
  - Inability to furnish local sureties:  
.....
  - High amount of bail amount:  
.....
- Whether prison authorities take prompt action on receipt of bail bond or release order?:  
.....
- Please give specific suggestions to ensure expeditious disposal of pending bail applications:  
.....

## 21. Convicts

- Status of appeals:
- No of appeal petitions pending in in the High court:  
.....
- No of years for which appeals are pending:  
.....
- Contributory factors for delay in disposal of appeal petitions:  
.....
- Please give specific suggestions for expeditious disposal of appeals:  
.....
- Status of Premature release:  
.....



- The criterion followed in granting premature release of prisoners?: -  
.....
- Whether the procedure followed is as per the guidelines of NHRC and Section 433 CrPC:  
.....
- The categories of prisoners:
  - Eligible for consideration of premature releases:  
.....
  - Not eligible for premature release:  
.....
- Has the State Sentence Review Board been constituted to recommend premature release of convicts?:  
.....
  - If so, what is the composition of the State Sentence Review Board?:  
.....
  - How frequently the Board meets?:  
.....
  - The dates on which the board held its meetings during the last one year:  
.....
  - Number of cases considered for premature release:  
.....
  - Number of convicts granted premature release:  
.....
  - Number of requests rejected and the grounds for rejecting the requests for premature release:  
.....



- Number of cases pending for review:  
.....
- Duration of pending and reasons for pendency:  
.....
- Please give specific suggestions to expedite disposal of pending cases:  
.....
- Status of Parole and Special Parole:
  - a. Parole
    - The procedure followed in granting parole:  
.....
    - The competent authority to grant parole:  
.....
  - Categories of prisoners:
    - Eligible for grant of parole:  
.....
    - Not entitled for parole:  
.....
- How frequently parole is granted?:  
.....
- The duration for which parole is granted in a year:  
.....
- The amount of cash security to be deposited for availing parole:  
.....
- Is the grant of parole subject to cancellation?:  
.....





➤ If so, who can withdraw the concession?:

.....

- Number of parole applications received during the last three years:

.....

- Number of prisoners granted parole:

.....

- Number of parole applications rejected:

.....

- The reasons for rejection (Pl. explain):

.....

b. Special Parole:

- Situation/Circumstances under which special parole is granted to a prisoner:

.....

- Duration for which special parole is granted:

.....

➤ Can it be extended, if yes, how long?:

.....

- The competent authority to grant special parole and extend the period of special parole:

.....

- Number of convicts granted special parole during last two years:

.....

- Status of Remission:

- Whether remission is granted to convicts?:

.....



- The eligibility criterion and procedure followed in granting:
  - Ordinary remission:  
.....
  - Special remission:  
.....
  - State remission:  
.....
- Competent authority to grant:
  - Ordinary remission:  
.....
  - Special remission:  
.....
  - State remission:  
.....
- What are the scales of:
  - Ordinary remission:  
.....
  - Special remission:  
.....
  - State remission:  
.....
- What is the constitution of the Remission Committee?:  
.....
- How frequently the remission committee meets?:  
.....



- Is the grant of remission subject to subsequent withdrawal/forfeiture/revocation?:  
.....

➤ If so, who has the authority to do so?:  
.....

## 22. Escapes

- Total number of escapes in the last 3 years:  
.....
  - Number of escapes from the prison  
.....
  - Number of escapes from escorts  
.....
- Have cases of escapes been properly investigated to know whether escapes happened due to:
  - Connivance with prison staff:  
.....
  - Carelessness/negligence of prison staff:  
.....
  - If so, what action has been taken against the Staff responsible for such escapes?:  
.....
- What checks and safeguards have been adopted to prevent escapes from prison/escorts?:  
.....

## 23. Female Prisoners

- Whether Women prisoners are kept in separate jail/enclosure:  
.....



- The sanctioned capacity of the female enclosure:  
.....
- The actual population of female inmates:  
.....
- Extent of overcrowding (% terms):  
.....
- Sanctioned strength of female staff:  
.....
- Actual strength of female staff:  
.....
- No of vacancies:  
.....
- Are women prisoners kept under the custody and supervision of women staff?:  
.....
- Are female prisoners escorted by lady Police or accompanied by female prison guard, if lady police is not available?:  
.....
- Are female inmates transported in a separate vehicle to the court?:  
.....
- ❖ Status of availability of the following:
  - Special food provided to pregnant and nursing mothers:  
.....
  - Adequate quantity of bathing and washing soap and detergent provided to female inmates:  
.....



- Adequate number of toilets at the rate of 1 toilet for 6 female inmates:  
.....
- Covered cubicles for taking bath:  
.....
- Sanitary napkins provided to female inmates:  
.....
- Adequate recreational facilities including TV., indoor games, yoga, meditation and cultural activities:  
.....
- Arrangement for running literacy classes for illiterate inmates, encouraging educated females to pursue their higher studies:  
.....
  - If yes, number of female prisoners attending literacy classes:  
.....
  - Number of female prisoners pursuing higher studies:  
.....
- Arrangements for imparting vocational training:  
.....
  - If yes, number of female inmates being imparted vocational training:  
.....
  - Details of trades in which vocational training is imparted to female inmates:  
.....
- Number of female convicts engaged in different work programmes and prison jobs:  
.....



- Are female inmates paid daily wages at the prescribed wage rates?:  
.....
- Is prison hospital has a special female ward to house female patients?:  
.....
- How frequently a gynecologist visits female enclosure?:  
.....
- Number of female prisoners suffering from:
  - Chronic ailments:  
.....
  - T.B.:  
.....
  - HIV/AIDS:  
.....
  - Psychiatric problems:  
.....
- Whether prison administration is facing any problem in arranging female escort for taking:
  - Sick female prisoners to outside hospitals for examination and treatment:  
.....
  - Female UTPs to courts for court appearance:  
.....

## 24. Children

- Number of children in different age groups staying with their mothers in the jail:  
(Pl. give details):  
.....



- Whether jail administration is implementing directions given by Supreme Court in R.D.Upadhay v/s the state of Andhra Pradesh and others relating to provision of facilities for special care, education, and recreation for young children staying with their mothers in jail?:  
.....
- Status of the following:
  - Special diet provided to children:  
.....
  - Crèche facility for children:  
.....
  - Children sent to nursery school:  
.....
  - Prison administration running inoculation programme for the children:  
.....
  - Recreation facilities for children in the prison:  
.....
  - Handing over the children after reaching the age of 6 years to suitable surrogate as per the wish of the female prisoner; or sent to the children home set up under the Juvenile Justice Act, 2006 and run by the Social Welfare Department to ensure their access to education, health and medical care etc. (PI explain):  
.....
- Whether NGOs are involved in welfare activities of children?:  
.....
- If so, what are the areas of their involvement?:  
.....



## 25. Foreign Prisoners

- Are foreign prisoners kept in separate jail/enclosure:  
.....
- If so, what is the sanctioned capacity of jail/enclosure to house foreign prisoners?:  
.....
- Total number of foreign prisoners actually lodged in the jail:  
.....
- Male convicts:  
.....
- Female convicts:  
.....
- Offences for which convicted: (PI explain):  
.....
- Male UTPs:  
.....
- Female UTPs:  
.....
- Detention period:  
.....
- Extent of overcrowding (% terms):  
.....
- Nationality of foreign prisoners:  
.....
- Foreign children staying with their mothers in jail:  
.....





- What is the number of foreign children the in jail:  
.....
- What is their age group?:  
.....
- Is any child above 6 years of age staying in the jail? (Pl. give details):  
.....
  - If yes, what are the reasons for keeping children of more than 6 years in the jail:  
.....
- Whether following categories of prisoners are lodged separately:
  - Male convicts and UTPs:  
.....
  - Female convicts and UTPs:  
.....
  - High security prisoners:  
.....
  - If not, please give reasons for not keeping them separately:  
.....
- Status of the following:
- Prescribed scale of diet in financial and calorie terms for:
  - Male prisoners:  
.....
  - Female prisoners:  
.....
  - Is any special diet provided to foreign pregnant/nursing mothers and children lodged in the jail?:  
.....



- Scale of clothing and bedding for foreign male and female convicts and UTPs.:  
.....
- General cleanliness of wards housing foreign prisoners:  
.....
- Toilet to prisoners ratio:  
.....
- Is adequate quantity of bathing soap, oil, washing soap and detergent provided to foreign male and female inmates?:  
.....
- Are adequate arrangements made for recreation of foreign prisoners?:  
.....
- Are they allowed interviews with their family/friends/lawyers and Embassy officials?:  
.....
- Are they permitted to make ISD calls on payment to contact their family or Embassy officials?:  
.....
- What arrangements are made for education of foreign children detained with their mothers?:  
.....
- Status of medical facilities provided to foreign inmates:  
.....
- Number of custodial deaths of foreign prisoners in the last three years:  
.....



- Number of natural and unnatural deaths of foreign prisoners:  
.....
- Are cases of UTPs progressing satisfactorily in the courts?:  
.....
- Are they provide free legal aid to defend their cases in case they cannot afford to engage private lawyers?:  
.....
- Any convict languishing in the prison after completion of his/her sentence?:  
.....
- If so, please give reasons for the same:  
.....

## 27. General Remarks

- On the functioning of the prison administration:  
.....
- Problems and grievances:  
.....
- Suggestions for improvement:  
.....

## RECENTLY ANNOUNCED SCHEMES

### 1. Digital India

- How far the Government Departments and people of India have been connected digitally or electronically with each other for:
  - Ensuring effective governance:  
.....
  - Reducing paper work:  
.....
- How many villages in the rural areas have been connected through internet network?:  
.....

### 2. Pradhan Mantri Jan Dhan Yojana (PMJDY)

- Have all households been ensured access to financial services, namely, Banking/Savings and Deposit Accounts, Remittance, Credit, Insurance, Pension in an affordable manner?:  
.....
- How many accounts have been opened under this programme in:
  - The post offices:  
.....
  - The banks:  
.....



- How many accounts have been opened with zero balance?:  
.....
- Have each individual opening account under this programme been provided:
  - Accidental insurance cover of Rs.1.00 lakh:  
.....
  - Life insurance cover of Rs. 30,000:  
.....
- How many households have been provided overdraft facility upto Rs. 5000?:  
.....
- How many ladies have been provided overdraft facility?:  
.....
- How much amount has been deposited under this scheme in the post offices and in banks?:  
.....

### 3. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU- GKY)

- How many rural youths have been trained for jobs under Deen Dayal Upadhyaya Grameen Kaushalya Yojana? :  
.....
- How many Poor and Marginalized rural youth been enabled to avail demand led skill training benefits at no cost? :  
.....
- Have the programme covered the socially disadvantaged groups in the mandatory percentage of SC/ST 50%; Minority 15%; Women 33%?:  
.....



- How far the emphasis has been shifted from training to career progression in providing incentives for job retention, career progression and foreign placements?:  
.....
- What support is being provided for placed candidates?:  
.....
- Is post-placement support, migration support and alumni network for placed candidates being provided?:  
.....
- Is proactive approach being followed to build placement partnerships to provide guaranteed placement for at least 75 per cent trained candidates?:  
.....
- How far the capacity of implementation partners been enhanced by nurturing new training service providers and developing their skills?:  
.....
- Are projects for poor rural youth in Jammu and Kashmir (HIMAYAT), the North-East region and 27 Left-Wing Extremist (LWE) districts (ROSHINI) given preferential focus?:  
.....
- Are all program activities being subject to standard operating procedures, that are not open to interpretation by local inspectors?:  
.....
- Are all inspections supported by geo-tagged, time stamped videos/ photographs?:  
.....
- Are Project Implementing Agencies (PIAs) implement the programme through skill development and placement projects?:  
.....



- How much funding support have been provided to persons for placement linked skill projects that address the market demand?:  
.....
- What is the duration of training for the DDU-GKY funded projects?:  
.....
- How much funds have been provided to support each of various components including Training costs; Boarding and lodging (residential programmes); Transportation costs; Post-placement support costs, Career progression; Retention support costs?:  
.....
- While funding projects, has priority been given to PIAs offering foreign placement; PIAs or organizations that take up skill training to meet internal ongoing HR needs; Support for internships with co-funding from industry; PIAs that can assure skill training and placement for a minimum of 10,000 DDU-GKY trainees in a span of 2 years; Institutes with a minimum National Assessment and Accreditation Council (NAAC) grading of 3.5 or Community Colleges with University Grants Commission (UGC)/All India Council for Technical Education (AICTE) willing to take up DDU-GKY projects?:  
.....
- How many trades have been covered while funding skill training programs under this programme?:  
.....
- How far the skill training meet the mandate of demand based training that lead to placement of at least 75 per cent of the trainees?:  
.....
- Are trade specific skills follow the curriculum and norms prescribed by the National Council for Vocational Training and Sector Skills Councils?:  
.....



- In addition to the trade specific skills, has training been provided in employability and soft skills, functional English and functional informational technology literacy?:  
.....

#### 4. eMake in India Global Initiative

- How far Make in India Initiative has contributed in?:

- Attracting FDI in India:  
.....

- Creating job opportunities in India:  
.....

- Giving boosts to the economy:  
.....

- Making India a self-reliant country:  
.....

- Reviving loss-making Government firms:  
.....

#### 5. Deen Dayal Upadhyaya Antyodaya Yojana for Urban and Rural Poor:

- How far Deen Dayal Upadhyaya Antyodaya Yojana succeeded in alleviating rural and urban poverty through?:

- Enhancement of livelihood opportunities:  
.....

- Skill development:  
.....

- Other means:  
.....





## 6. Saansad Adarsh Gram Yojana

- Has each MP developed one village from his constituency in 2016?:

.....

- If not, the reasons thereof:

.....

- How many villages have been developed by?:

- Members of Parliament of Lok Sabha:

.....

- Members of Parliament of Rajya Sabha:

.....

## 7. Digital Life Certificate eJeevan Pramaaní for Pensioners

- How many retired employees of government and PSUs have digitally provided proof of their existence to authorities for continuity of pension every year?:

.....

## 8. Deendayal Upadhyaya Gram Jyoti Yojana (DDUGJY)

- How far the DDUGJY succeeded in?:

- Providing access to electricity to rural Households:

.....

- Improving the number of hours of power supply in rural areas:

.....

- Reducing peak load:

.....

- Bringing Improvement in billed energy based on metered consumption:

.....



- Has agriculture and non agriculture feeders been separated to facilitate judicious rostering of supply to agricultural and non-agricultural consumers in rural areas?:  
.....

- How far the sub transmission and distribution infrastructure including metering of distribution transformers/feeders/consumers strengthened and augmented in rural areas?:  
.....

## 9. HRIDAY (National Heritage City Development and Augmentation Yojana) Scheme

- How far the scheme has succeeded in?:
  - Conserving and preserving the heritage characters of 12 cities including Amritsar, Varanasi, Gaya, Puri, Ajmer, Mathura, Dwarka, Badami, Velankanni, Kanchipuram, Warangal and Amaravati?:  
.....
  - Bringing together urban planning, economic growth and heritage conservation in an inclusive manner to preserve the heritage character of each Heritage City:  
.....
  - Developing the entire city, its planning, its basic services, quality of life of its communities, its economy and livelihoods, cleanliness, security, reinvigoration of its' soul and an explicit manifestation of its character:  
.....
  - Inculcating a planned approach to tap the unlimited potential underlying in tourism and heritage sector of these cities, further giving a boost to the traditional and national economy:  
.....



- Enabling smooth dovetailing of modern concept of economic development through locally available knowledge, resources and skills:  
.....

## 10. Atal Pension Yojana (APY)

- How many working persons have joined Atal Pension Yojana?:  
.....
- At what age group have they joined the APY?:  
.....
- How many persons have joined the scheme on monthly payment between Rs. 42 and Rs.210?:  
.....
- How many people have opted for monthly pension of:
  - Rs. 1000: .....
  - Rs. 2000: .....
  - Rs 3000: .....
  - Rs.4000: .....
  - Rs.5000: .....
- Is each subscriber provided with an acknowledgement slip after joining APY recording the guaranteed pension amount, due date of contribution payment etc.?:  
.....
- How many eligible bank account holders have joined APY with auto-debit facility to accounts, leading to reduction in contribution collection charges?:  
.....



- Are all subscribers connected on their mobile to receive timely SMS alerts provided at the time of making their subscription, auto-debit of their accounts and the balance in their accounts?:  
.....
- Has all existing Swavalamban subscribers between 18-40 years been migrated automatically to APY?:  
.....
- How many Swavalamban subscribers of more than 40 years of age have opted out of Swavalamban scheme by complete withdrawal of entire amount in lump sum?:  
.....
- How many preferred to continue till 60 years to be eligible for annuities there under?:  
.....
- How many subscribed suffered following penalties for discontinuation of payments of contribution?:
  - Freezing of accounts after 6 months:  
.....
  - Deactivation of account after 12 months:  
.....
  - Closure of account after 24 months:  
.....

#### 11. Pradhan Mantri Jeevan Jyoti Bima Yojana

- How many saving bank account holders in the age group of 18-40 years have joined the Pradhan Mantri Jeevan Jyoti Bima Yojana?:  
.....



- How many subscribers got enrolled and gave their auto debit consent by:
  - 31st May 2015;
  - 31st August 2015;
  - 30th November, 2015;
- How many joined after 30th November, 2015?
- Are subscribers issued acknowledgement slip-cum-certificate of insurance?;
- Is experience of the scheme monitored on yearly basis for re-calibration etc.?

## 12. Pradhan Mantri Suraksha Bima Yojana

- How many savings bank account holders in the age group of 18 to 70 years in participating banks joined the Pradhan Mantri Suraksha Bima Yojana providing one year insurance cover against death or disability due to accident?:  
.....
- Are subscribers insured on payment of annual premium of Rs 12 for?:
  - Rs. 2 lakhs to be paid in case of death of the subscriber to the family:  
.....
  - Rs. 2 lakhs to be paid to the subscriber in case of total and irrecoverable loss of both eyes or loss of use of both hands or feet:  
.....
  - Rs 1 lakh in case of total and irrecoverable loss of sight of one eye or loss of use of one hand or foot:  
.....



- Is the premium deducted from the account holder's savings bank account through 'auto debit' facility in one installment, as per the option to be given on enrolment?:  
.....

- Is this cover provided in addition to any other insurance scheme under which the subscriber may be covered?:  
.....