



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



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Date: 12-12-2018

Office Order
Inspecting Training and Learning Centers (TLCs) in JEEViKA

The Bihar Rural Livelihoods Promotion Society (BRLPS), is engaged in establishing training and learning centers (TLCs) which are owned and managed by community. Establishing separate, secure and hygienic staying arrangements for accommodation of community members is one of the priorities of TLCs.

For ensuring this, it has been decided to constitute 3 members' committee at state and 3-5 members' committee at district level comprising at least 2 female members in each committee. The committee members will visit centers in districts at regular intervals to monitor safety, security and hygiene related conditions of training centers. These committees will furnish status reports and their findings, recommendations for improving the situation thereof.

Members of the State Level Committee:

1. PC-GKM.
2. PM-TLC.
3. PM-Jobs.

Following persons shall constitute the district level committee. The committee will be constituted by the DPM of the district as below:

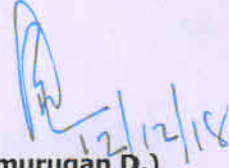
1. DPM.
2. Any female staff of district (*preferably any one of the thematic manager*).
3. Manager- ICB/ In-charge.
4. TLC BoD member (*any of the two, other than the OB member*)

Role of committee members:

1. Providing Hindi version of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 to the inmates of the hostel and discussing over the same. Interaction with all inmates and discussing with randomly selected minimum 5 female inmates.
2. Detailed inspection of arrangements related to female community members such as food, accommodation, Washroom facilities and other hygiene related issues.
3. Detailed verification of the attendance of TLC Staff and also participants of trainings.
4. Detailed verification of "In and Out" register. Details of the visitors should be entered in the register. Purpose of meeting also to be entered. Photo ID (Photo copy) must be taken.
5. Verification of CCTV footages.
6. To ensure that no female community members is going home from the TLCs unless accompanied by guardian (Mother/ Father/Own brother & Sister /Husband or someone authorized by the parents or husband).
7. In case of emergency, female candidate may go out with any female official of the training centre with information to the DPM/ concern nodal person.
8. To ensure that verification of the background of all teaching (resource person) and non-teaching staff (resource person) involved in the training program has been done by the district.
9. Committee members shall interact with females community members separately in the absence of TLC community staff to know the conditions of the staying and fooding arrangements at TLCs.
10. Committee shall submit the report in the prescribed format attached in Annexure-A.

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The committee should be formed and oriented within a week of issuance of this order. Manager-ICB/ TO will be the nodal person for orienting the committee members within districts. 1st round of inspection should be done before 15th January 2019 and report should be shared with respective DPCU and SPMU.


12/12/18

(Balamurugan D.)

Chief Executive Officer-cum- State Mission Director

Encl:

1. Annexure A- Inspection Format

Copy to:

1. All DPMs/Thematic Managers/FMs /Manager-ICBs /TOs /BPMs.
2. All PCs/SFMs/SFMs/PMs/AFMs.
3. OSD/Director/CFO/PS/PO/AO.
4. IT Section.
5. Concerned File.

Annexure-A
Inspection Format -Training Learning Centres (TLCs) in JEEVIKA

TLC Name:

Address of the TLC:

| Sl. | Key Indicators for Verification | Yes | No | Remarks |
|---|--|-----|----|---------|
| 1 | Are staff and the inmates aware of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal Act, 2013)? | | | |
| 2 | Can trainees safely go to and come back to the home from training center (Yes/No) ? If Not kindly mention the reason. | | | |
| 3 | Is separate Night Guard for centres available? (Yes/No) . If Yes kindly verify the below details: | | | |
| | a) Is appointment letter from the TLC available? | | | |
| | b) Is ID Proof of night guard available? | | | |
| | c) Is current and permanant address of night guard available? | | | |
| | d) Is attendance Register of night guard available? | | | |
| 4 | Trainees Entitlement | | | |
| | a) Is food Served as per menu? | | | |
| | b) Is Food Served on time regularly? | | | |
| | c) Is menu balanced and healthy? | | | |
| | d) Is safe drinking water available? | | | |
| | e) Does each candidate have a separate cot/bed/mat/bed sheet ? | | | |
| | f) Does the bedsheet and pillow smell bad/dirty? | | | |
| 5 | Hygeine at Accomodation place | | | |
| | a) Are separate washrooms and toilets for female trainees available? | | | |
| | b) Is daily sweeping and dusting of rooms being done? | | | |
| | c) Is daily cleaning of TLCs mess being done? | | | |
| | d) Is daily cleaning of washroom/toilet/washbasin being done? | | | |
| | e) Is washroom airy and clean? | | | |
| | f) Does odour prevails outside the toilet? | | | |
| | g)Is there any outside opening from toilet? | | | |
| | h) Is Soap/ Handwash available in toilet? | | | |
| | i) Is proper disposal of sanitary pads being done ? | | | |
| j) Is proper disposal of garbage being done ? | | | | |
| 6 | Trainees Transit | | | |
| | a) Are trainees going home from TLCs accompanied by guardian/authorised person/ or alone? | | | |
| | b) Are female trainees in case of emergency going out only with TLC staff /female official of training center ? | | | |

| | | | |
|------------|---|--------------------|------------------|
| 7 | Medical Safety | | |
| | a) Is First Aid Kit with important medicines and instruments available? | | |
| | b) Is doctor on call along with name of doctor, qualification and consent letter from doctor available? | | |
| 8 | Are the contact list of important people displayed at TLCs? | | |
| 9 | Verification of In- and -Out Register : a) Name of trainees b) Entry and Exit time c) Accompanying persons name and relation with trainees d) Purpose of Exit e) Time spent out side | | |
| 10 | Verification of trainees attendance: a) Daily attendance of trainees | | |
| 11 | Verification of TLC staff / Incharge attendance : a) Daily attendance of TLC Staff | | |
| 13 | Verification of CCTV footage installed at gate of the TLCs . | | |
| 14 | Verification of trainees grievance register and nature of grievances: a) Safety and Security b) Food and accomodation c) Any other entitlement | | |
| 15 | Discussion with trainees in general and detailed discussion with minimum 5 trainees | | |
| 16 | Any other | | |
| 17 | Feedback and Suggestions | | |
| Sl. | Name of the Members of the Committee | Designation | Signature |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |