



Dated 15 Feb, 2019

SUBJECT: POLICY FOR PWP CENTERS

Back Ground

The scheme of 1050 PWP Industrial Home was launched under People Works Program in the year 1972-73. Initially the scheme was conceived and launched by the Local Government Department and later on subject was shifted to Social Welfare Department for its operation and implementation. The mechanism, implementation and supervision of PWPs were developed through MOU signed between District People Works Counsel working under Local Government and NGOs registered under the Voluntary Social Welfare Agencies Ordinance- 1961. The provincial Government provided equipment and stipend to the Teacher of each PWP center.

Objectives

The objective of this scheme is to impart training to women folk at grass root level at their door step in different handicrafts in order to enable them to supplement their family income through skill development.

Scope of service

The PWP centers may be established in any district throughout the Punjab. The training in different handicrafts such as sewing, knitting, Cutting, Adda work, beautician, Hand & Machine embroidery, Phulkari work and reeta work etc. are imparted in these centers.

Mode of operation

1. All PWPs shall work in line with its objectives.
2. The PWPs found or reported not working in accordance with its objectives or in active/non-functional shall be transferred / shifted to some other registered NGO of the department.
3. NGOs of respective district may apply for handing over to them said PWPs and on receipt of such applications the concerned Deputy Director shall prepare recommendations and feasibility report in the manner prescribed as Annex- 1.
4. The respective Deputy Director shall endorse the feasibility report and submit to the respective Director.
5. The Divisional Director with his recommendation will forward the

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Feasibility report to the Director General for necessary approval for shifting of the PWP center to the NGO.

6. NGO shall employ regular teacher instead of engaging any family women for training.
7. NGO shall pay total monthly salary to the teacher inclusive of stipend Rs.1500/- (now recommended for increase to Rs.3000/-) up to half of minimum wages rate as fixed by the Government time to time.
8. NGO shall maintain proper record of accounts of PWP centre.
9. NGO shall submit monthly progress report of PWP centre to the respective Deputy Director by 5th of each month.
10. The respective Divisional Director at least once in a year and the Deputy Director at least quarterly whereas the officer Incharge of the UCDP/RCDP/CDP shall visit weekly the concerned PWPs as may deem it necessary to update this Directorate about the following:
 - a) Number of students
 - b) Training infrastructure
 - c) Timing
 - d) Payment of salary of teacher inclusive of stipend Rs.1500/- (now recommended for increase to Rs.3000/-) up to half of minimum wages rate as fixed by the government time to time
 - e) Maintenance of record
 - f) Submission of progress report etc.
 - g) Track record report of trainees mentioning work started by the pass-out along with monthly earning and improvement in the life of her own & family.
11. Respective Divisional Directors shall recommend continuing the services of PWP or not on the basis of its visit inspection.
12. The stipend of teacher should be released by the Directorate General to Divisional Directors bi-annually through crossed cheque in the name concerned Director.
13. The respective Divisional Director shall disburse amount immediately to the Deputy Directors for payment to the respective PWP teachers.
14. Each Divisional Director shall ensure submission of vouched accounts with a certificate that the stipend has been paid only to those PWP teachers who remained on duty during the period.
15. Each Divisional Director shall refund the undisbursed amount to the Directorate General immediately along with submission of Bank statement/Account detail biannually before disbursement of funds.
16. On completion of financial year, each Divisional Director shall submit Annual Progress Report on the prescribed proforma (Annexure-B) of PWPs of respective division to the Directorate General.


17. The NGO running the PWP centre would be responsible to get the accounts of the centre audited from Social Welfare Department as & when the Authority orders.
18. All the Divisional Directors would maintain record of the teacher of PWP centres of their Division and share with Directorate General accordingly. Further the Divisional Director may accord any replacement/substitution of Teacher if required under intimation to the Directorate.

CRITERIA FOR ELIGIBLE NGOS

Any NGO registered with Social Welfare Department under the ordinance-1961 will be eligible for applying for the shifting of the PWP center to it subject to the condition that it is working under the provisions of the ordinance and accepts all the terms and conditions of the MOU devised for the shifting of the PWP center.

ACCOUNTABILITY MECHANISM

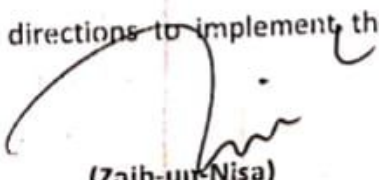
1. In case of any complaint / information received directly or during visit, the Deputy Director will inquire the matter and if observes that the NGO is not abiding by the terms and conditions of the MOU signed with the Social Welfare Department, he/she will report to the concerned Divisional Director with his recommendation for the closing of the center. Upon the recommendation of the concerned Deputy Director, the Divisional Director will close the services of the PWP center after intimating the Director General office.
2. After the closing of the financial year, the accounts of the PWP centers will be audited by the Audit Team of the Industrial Home Cell of the Directorate and in case of finding serious nature of irregularities, the Team may recommend closure of said PWP center.


Secretary
Social Welfare & Bait-ul-Mall
Punjab, Lahore

Endst No. DSW-DIH(Shifting of PWP centers)2014-II
Dated 15 Feb, 2019

A copy is forwarded for information and necessary action to:-

- o P.S to Secretary SW & BM, Punjab, Lahore with reference to Section Officer (Dev) letter No. SO/(D) 1-41/2016 dated 11.2.2019 regarding approval of said Policy Instructions.
- o P.A to Director General, SW & BM, Punjab
- o All Directors of this Directorate General.
- o All Divisional Directors SW&BM in Punjab with the request to ensure the implementation of Policy instructions.
- o All Deputy Directors, SW&BM, in Punjab with the directions to implement the Policy Instructions in letter & spirit.


(Zaib-ur-Nisa)
Director Programs

Job

**PRESCRIBED GUIDE LINE FOR WRITING OF FEASIBILITY
REPORT FOR SHIFTING OF PWP CENTERS TO NGOS.**

After receiving application from NGO, the concerned Social Welfare Officer will prepare feasibility report on the following points:-

S #	Questioner	Yes	No
1	The Executive Body of the NGO is active and the elections of the members are conducted regularly as per constitution of NGO.		
2	The NGO holds sound financial resources as per its current audit report / bank statement.		
3	NGO is delivering services in the field of skill training for minimum of three years.		
4	NGO having good training infrastructure (Skill related Equipment, machine etc.)		
5	Having building (owned / rented) for PWP centre.		
6	Fixation of signboard outside the building of PWP centre exhibiting name of NGO along with its registration number and services being offered.		
7	The NGO is willing to implement all the terms and conditions of the MOU signed with the Department for running the services of PWP center.		
8	NGO shall maintain proper record of accounts of PWP centre.		
9	The NGO is willing to submit the vouched accounts of the funds received after the end of each financial year.		
10	The NGO is willing to get the accounts of the PWP center audited from the Social Welfare Department as and when the authority orders.		
11	NGO shall employ regular Teacher instead of engaging any family women for training.		
12	NGO shall pay total monthly salary to the Teacher inclusive of stipend Rs.1500/- up to half of the minimum wages rate as fixed by the government time to time.		