

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**(INTEGRATED CHILD PROTECTION SCHEME)**  
**1, CANNING LANE, KASTURBA GANDHI MARG, NEW DELHI-01**  
[HTTP://WWW.WCDDEL.IN](http://www.wcdDEL.IN)

Department of Women & Child Development, Government of NCT of Delhi requires persons for the following posts proposed to be filled on contract basis initially for a period of one year (which may be extended or curtailed at the discretion of the Competent Authority) for its State Project Support Unit, State Child Protection Society, State Adoption Resource Agency and District Child Protection Units under the recently introduced centrally sponsored Integrated Child Protection Scheme (ICPS):

<b>(i) State Project Support Unit (SPSU)</b>			
S. No.	Name of post	Number of post	Remuneration per month (consolidated)
1.	Programme Manager	1	Rs.25,000/-
2.	Project Officer	1	Rs.19,000/-
3.	Administrative Officer	1	Rs.13,000/-
4.	Accountant	1	Rs.10,000/-
5.	Assistant-cum-Computer Operator	2	Rs.8,000/- (Each)
<b>(ii) State Child Protection Society (SCPS)</b>			
6.	Programme Manager	1	Rs.20,000/-
7.	Programme Officer	2	Rs.15,000/- (Each)
8.	Account Officer	1	Rs.10,000/-
9.	Accountant	1	Rs.8000/-
10.	Assistant-cum-Data Entry Operator	2	Rs.5000/- (Each)
<b>(iii) District Child Protection Units (DCPUs)</b>			
11.	Protection Officer (Institutional care)	9	Rs.12,000/- (Each)
12.	Protection Officer (Non-Institutional Care)	9	Rs.12,000/-
13.	Legal-cum-Probation Officer	9	Rs.12,000/-
14.	Counsellor	9	Rs.8000/-
15.	Social Worker	18	Rs.8000/- (Each)
16.	Accountant	9	Rs.8000/-

17.	Data Analyst	9	Rs.8000/-
18.	Assistant-cum-Data Entry Operator	9	Rs.5000/-
19.	Outreach Worker	18	Rs.4000/- (each)
<b>(iv) State Adoption Resource Agency (SARA)</b>			
20.	Programme Officer	1	Rs.15,000/-
21.	Accountant	1	Rs.8000/-

The details of ICPS, the Terms of references (TORs), essential academic qualifications and experiences and job details are available on the Department's website [www.wcdde.in](http://www.wcdde.in). Eligible candidates may apply with attested copies (by Gazetted Officer only) of certificates of the essential academic qualifications and experience to "the Director, Department of Women & Child Development, Government of NCT of Delhi, 1 Canning Lane, K. G. Marg, New Delhi 110 001" so as to reach latest by 18<sup>th</sup> November 2011. Applications received incomplete or after due date will not be entertained. Only short-listed candidates will be intimated and called for written test and/ or interview. It is reiterated that these are contract positions only and the Government shall not be liable for any regularization therefor. The Director, Department of Women & Child Development, GNCTD reserves the right to reject any or all the applications and also to terminate the contract of appointment at any point of time without assigning any reason thereof.

Sd/-

Director,  
Department of Women & Child Development, GNCTD

# Department of Women & Child Development

1, Canning Lane, K G Marg, New Delhi-110001

## Terms of References(TORs) of the staff to be appointed under ICPS, Delhi

S. NO	Post	Vacant posts	Remuneration (per month consolidated)	Estimated duration of Contract	Maximum Age Limit(as on 31.03.2011)	Qualification or specialized knowledge experience required	Nature of Duties
	State Child Protection Society (SCPS)						
1	Programme Manager	1	Rs. 20,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Human Rights/Public Administration from a recognized University.</li> <li>• 5-8 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Knowledge of Juvenile Justice(Care &amp; Protection of Children) Act 2009</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<p>A) Provide technical support related to the implementation of ICPS, Such as:</p> <ul style="list-style-type: none"> <li>•Overall supervision of the SCPS in Delhi.</li> <li>•Facilitate in setting up of required structures &amp; child protection mechanisms visualised under ICPS in Delhi</li> <li>•Ensure training &amp; sensitization of the concerned officials of the Department.</li> <li>• To liaison with various stakeholders</li> <li>•To Coordinate &amp; Supervise with the functioning of the DCPS.</li> <li>•Ensure technical capacity building at the States level for initial implementation of ICPS.</li> <li>•Ensure timely disbursement of funds to received under ICPS.</li> <li>•Develop &amp; disseminate awareness raising materials on the ICPS.</li> <li>• To take new initiatives to make the ICPS scheme more effective &amp; efficient</li> <li>•Assist Asst. Director in monitoring &amp; evaluating implementation of ICPS in Delhi.</li> </ul> <p>B)Support the CPU in the coordination of meeting &amp; consultations on implementation of ICPS.</p> <p>C) Any other task assigned by the supervisory authority.</p>

2	Project Officer	1	Rs. 15,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; knowledge of Hindi.</li> </ul>	<p>A. He/she shall function under the overall supervision of the Dy. Director (CPU) and Program Manager, and shall assist him/her in coordination of all child protection activities pertaining to the State Project Support Unit(PSU).</p> <ul style="list-style-type: none"> <li>• Responsible for coordinating the implementation, supervising and monitoring all child protection activities in the State.</li> <li>• Assist in developing a Plan of Action for the implementation of ICPS in Delhi.</li> <li>• Facilitate in setting up of required structures and child protection mechanisms visualized under ICPS in Delhi.</li> <li>• Shall share the responsibility in technical capacity building at the States level for initial implementation of ICPS.</li> <li>• Shall be responsible in training and sensitization of the concerned officials of the Department and development of training module.</li> <li>• Work related to setting up &amp; managing Child tracking system and missing Children website with the help of all units concerned.</li> <li>• Assist in timely disbursement of funds to receive under ICPS.</li> <li>• Shall share the responsibility of developing and disseminating awareness raising materials on the ICPS.</li> <li>• Shall share the responsibility in monitoring &amp; evaluating implem</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
3	Accounts Officer	1	Rs. 10,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate degree in Commerce from a recognized University.</li> <li>• Minimum 3-5 years of experience in day to day accounts work/office procedure, finalization of accounts and preparation of annual accounts, scrutinizing financial proposals and administrative matters.</li> <li>• Experience in maintaining society's account.</li> <li>• Candidates with experience in Govt. / Non-Govt. setting shall be preferred.</li> <li>• Computer skills &amp; command on Tally</li> <li>*Knowledge of GFRs</li> <li>• Knowledge of English &amp; Hindi with excellent writing skills.</li> </ul>	<p>A. Preparation of financial proposals.</p> <ul style="list-style-type: none"> <li>• All work related to transfer of funds &amp; payments.</li> <li>• Disbursement of remuneration to all staff under ICPS.</li> <li>• Other miscellaneous expenditure of the SCPS and other units under ICPS</li> <li>• Maintain and keep records of all files related to ICPS.</li> <li>• Book-keeping and accounting.</li> <li>• Assist in evaluation of finance proposals(GIA)</li> </ul> <p>B. Support the SCPS in consultations on implementation of ICPS.</p> <p>C. Any other office tasks assigned by supervisory authority.</p>

4	Accountant	1	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate with commerce degree from a recognised university.</li> <li>• 2-5 years of experience in maintaining day to day accounts of the organisation.</li> <li>• Computer Skills &amp; command on Tally</li> <li>• Knowledge of English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the SCPS</li> <li>• Assist the Accounts officer in scrutinizing financial proposals and administrative matters and other works.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
5	Assistant cum Data Entry Operator	2	Rs. 5,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> <li>• Certificate/ Diploma in Computer &amp; excellent writing skills</li> <li>• Typing speed of a 30 words in a minutes in English.</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
<b>Total</b>		<b>6</b>					
<b>State Project Support Unit (SPSU)</b>							
6	Programme Manager	1	Rs. 25,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Public Administration from a recognized University.</li> <li>• 5-8 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Knowledge of Juvenile Justice (Care &amp; Protection of Children ) Act, 2009</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<p>A) Provide technical support related to the implementation of ICPS, Such as:</p> <ul style="list-style-type: none"> <li>• Develop a Plan of Action for Initiating the implementation of ICPS in Delhi.</li> <li>• Facilitate in setting up of required structures &amp; child protection mechanisms visualised under ICPS in Delhi</li> <li>• Ensure training &amp; sensitization of the concerned officials of the Department.</li> <li>• Ensure technical capacity building at the States level for initial implementation of ICPS.</li> <li>• Work related to setting up &amp; managing Child tracking system &amp; missing children website with the help of all units concerned.</li> <li>• Ensure timely disbursement of funds to received under ICPS.</li> <li>• Develop &amp; disseminate awareness raising materials on the ICPS.</li> <li>• To take new initiatives to make the ICPS scheme more effective &amp; efficient</li> <li>• Assist Astd. Director in monitoring &amp; evaluating implementation of ICPS in Delhi.</li> </ul> <p>B) Support the CPU in the coordination of meeting &amp; consultations on implementation of ICPS.</p> <p>C) Any other task assigned by the supervisory authority.</p>

7	Project Officer	1	Rs. 19,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Resource Management/Child Development/Social Work/ Sociology/ Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; knowledge of Hindi.</li> </ul>	<p>A. He/she shall function under the overall supervision of the Dy. Director (CPU) and Program Manager, and shall assist him/her in coordination of all child protection activities pertaining to the State Project Support Unit (SPSU).</p> <ul style="list-style-type: none"> <li>• Responsible for coordinating the implementation, supervising and monitoring all child protection activities in the State.</li> <li>• Assist in developing a Plan of Action for the implementation of ICPS in Delhi.</li> <li>• Facilitate in setting up of required structures and child protection mechanisms visualized under ICPS in Delhi.</li> <li>• Shall share the responsibility in technical capacity building at the States level for initial implementation of ICPS.</li> <li>• Shall be responsible in training and sensitization of the concerned officials of the Department and development of training module.</li> <li>• Work related to setting up &amp; managing Child tracking system and missing Children website with the help of all units concerned.</li> <li>• Assist in timely disbursement of funds to receive under ICPS.</li> <li>• Shall share the responsibility of developing and disseminating awareness raising materials on the ICPS.</li> <li>• Shall share the responsibility in monitoring &amp; evaluating implementation of ICPS in Delhi.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
8	Administrative Officer	1	Rs. 13,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate / Graduate degree from a recognised university.</li> <li>• 3-5 years of experience in establishment &amp; administrative matters.</li> <li>• Computer Skills &amp; excellent writing skills.</li> <li>• Fluency in English , Knowledge of Hindi.</li> </ul>	<p>A. Provide technical support related to the implementation of ICPS such as:</p> <ul style="list-style-type: none"> <li>• All matters related to establishment &amp; administration of SPSU.</li> </ul> <p>B. Support the SPSU in the coordination of meetings &amp; consultations on implementation of ICPS.</p> <p>C. Any other task assigned by the supervisory authority.</p>

9	Accountant	1	Rs. 10,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate with commerce degree from a recognised university.</li> <li>• 2-5 years of experience in maintaining day to day accounts of the organisation.</li> <li>• Computer Skills &amp; command on Tally</li> <li>• Knowledge of English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the SPSU</li> <li>• Assist the Accounts officer in scrutinizing financial proposals and administrative matters.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
10	Assistant cum Computer Operator	2	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate from a recognised university</li> <li>• Certificate/ Diploma in Computer &amp; excellent writing skills</li> <li>• Typing speed of a 30 words in a minutes in English.</li> <li>• Fluency in Hindi &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
<b>Total</b>		<b>6</b>					
<b>State Adoption Resource Agency (SARA)</b>							
11	Programme Officer	1	Rs. 15,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• He/She shall work under the over all supervision of the Programme Manager (Adoption, Foster Care &amp; Sponsorship) to assist him/her in supervision and monitoring of all the adoption programmes, foster care and sponsorship services for children in need of care and protection in the state.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>

12	Accountant	1	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate with commerce degree from a recognised university.</li> <li>• 2-5 years of experience in maintaining day to day accounts of the Society.</li> <li>• Computer Skills &amp; command on Tally</li> <li>• Knowledge of English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the SARA</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
<b>Total</b>		<b>2</b>					
<b>District Child Protection Society/ Units ( DCPS)</b>							
13	District Child Protection Officer	1*9	Rs. 19,000/-*10	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree/diploma in Community Development /Child Development/Social Work/ Sociology/ Human Rights/NGO Mgt./Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• He/She shall be responsible for carrying out all the functions of the DCPS at the district level.</li> <li>• Shall coordinate &amp; supervise implementation of the ICPS &amp; all other child protection activities at district level including monitoring &amp; supervision of all institutions/agencies/projects/programmes/NGOs &amp; shall report to SCPS at the State level.</li> <li>• Shall report to SARA for the purpose of coordinating non-institutional care programme at district level.</li> <li>• Shall be responsible for developing an Annual District Child Protection Plan, resource directory of child related services &amp; child tracking system at district level.</li> <li>• He/She shall also be coordinating &amp; networking with all the line departments/officers including : District Magistrate, District Judge, Superintendent of police, Child Development Project Officer(CDPO), Labour Officer, Education Officer, Chief Medical Officer, Municipal Authorities &amp; Members of Zila Parishad &amp; other local bodies.</li> <li>• He/She shall also coordinate with the voluntary Organizations, Hospitals/Nursing Homes, CWCs, JJBs, Childline &amp; other authorities at district level who have direct or indirect impact on</li> <li>• He/She shall head of the home Management Committee of eve</li> <li>• He/She shall conduct a monthly review meeting with all stakeh</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>



14	Protection Officer- Institutional Care	1*9	Rs. 12, 000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; knowledge of Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>•Identify families and children to prevent destitution of children &amp; arrange/provide them necessary support services like counselling,access to health care,education, vocational skills etc. with the support of the outreach worker working under him/her.</li> <li>•Carry out a situational analysis of children in difficult circumstances, collect &amp; compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions &amp; the kind of services they need.</li> <li>•Carry out a resource mapping exercise &amp; develop a District Child Protection Plan &amp; resource directory of child related services at the district level on the basis of data collected.</li> <li>•Ensure setting up &amp; management of the child tracking system of all institutional care programme including Open Shelters in the district.</li> <li>•Support CWC in the process of inquiry and restoration of children.</li> <li>•Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act,2006.</li> <li>•Supervision and monitoring of all child care organizations/Institutions/agencies, both Govt. &amp; NGO run (with or without support), housing children and ensure implementation of minimum standards of care.</li> <li>• Supervision &amp; monitoring of other child protection programmes being implemented at district level.</li> <li>•Identify training need &amp; arrange for training &amp; capacity building of personnel both Govt. &amp; Non- Governmental)involved in institutional care at district level in coordination with State Child Protection Unit.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
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15	Protection Officer- Non- Institutional Care	1*9	Rs. 12,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Post Graduate degree in Community Development /Child Development/Social Work/ Sociology/ Human Rights/Criminology/Public Administration from a recognized University.</li> <li>• 3 years of experience in project formulation/implementation, monitoring and supervision in the fields of Child Development/Social Welfare.</li> <li>• Experience in Advocacy, Research &amp; Documentation, Training &amp; Capacity Building, Designing &amp; Production of IEC materials, Information Technology, Media &amp; Mass Communication would be preferred.</li> <li>• Computer skills and excellent writing skills.</li> <li>• Fluency in English &amp; knowledge of Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>•Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care,where required.</li> <li>•Support SARA in identifying adoptable children from the district and preparing a district- level database of adoptable children.</li> <li>•Promote and facilitate adoption in the district with the help of SAA by: <ul style="list-style-type: none"> <li>a) Registering and maintaining database of adoptable children and PAPs for in-country adoption.</li> <li>b)Promoting in- country adoption within district.</li> <li>c)Monitor adoption placement and ensure that the SAAs provide post placement support &amp; follow up.</li> </ul> </li> <li>•Ensure that all adoptable children in all Child Care Institutions(CCIs) are brought into the adoption system.</li> <li>• Carryout family based non- institutional care through foster care, sponsorship and after care programmes.</li> <li>•Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of a child related services for non- institutional care at the district level on the basis of data collected.</li> <li>•Function as the Nodal Officer for the child tracking system in the district.</li> <li>•Support CWC in the process of inquiry and restoration of children.</li> <li>•Supervise and monitor all child care institutions including SAAs in the district.</li> <li>•Coordinate with SARA and SPSU for training and building capacity of all personnel (Governmental &amp; Non- Governmental) involved in non-institutional service to children.</li> <li>• Submit quarterly report to the SARA on status of adoption programmes in the district.</li> </ul>
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16	Legal-cum Probation Officer	1*9	Rs. 12,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>•LLB/M.A in Child Rights/LAW/ M.S.W</li> <li>•3-5 years of working experience in the relevant field</li> <li>• Good understanding of Child rights &amp; protection issues.</li> <li>•Good Computer Skills &amp; writing skills</li> <li>• Fluency in English &amp; Hindi</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and compile data on dimensions of the juvenile delinquency in the district.</li> <li>•Attend proceedings of the JJB regularly.</li> <li>• Support JJB in conducting inquiries.</li> <li>• Prepare and submit social investigation reports.</li> <li>• Maintain case files and other registers.</li> <li>• Escort juveniles to a home/fit person/fit institution from the JJB.</li> <li>•Undertake follow up visits of juveniles released under supervision and after release.</li> <li>•Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles.</li> <li>•Provide necessary support to the CWC &amp; JJB in the legal matters relating to all the children coming under the purview of the Juvenile Justice Act as &amp; when required.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
17	Counsellor	1*9	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>•B.A in Social Work/ Sociology/ Psyclogy/ Counselling from a recognised university.</li> <li>•P G diploma in guidance &amp; counselling.</li> <li>•2-3 years of working expeience in the relevant field</li> <li>•Computer Skills</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>•To provide counselling services to children in conflict with law and children in need of care and protection as well as their parents and families .</li> <li>•He/She shall also work with CWC and JJB at district level as and when required.</li> <li>• Any other task assigned by the senior authorities.</li> </ul>
18	Social Worker	2*9	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>•B.A in Social Work/ Sociology/ Psyclogy from a recognised university.</li> <li>•2-3 years of working expeience in the relevant field</li> <li>•Computer Skills</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>•To coordinate field level activities in their respective cluster of sub- divisions as assigned by the DCPO,</li> <li>•To guide the outreach workers for carrying out the field level interventions.</li> <li>• Shall also assist the SJPU (Special Juvenile Police Unit) in discharging their duties as and when required.</li> <li>•Any other task assigned by the senior authorities.</li> </ul>
19	Accountant	1*9	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• Graduate with commerce degree from a recognised university.</li> <li>•2-5 years of experience in maintaing day to day accounts of the Society.</li> <li>•Computer Skills &amp; command on Tally</li> <li>• Fluency in English &amp; Hindi.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain the day to day accounts of the DCPS</li> <li>• Assist the Accounts officer in scrutinizing financial proposals and administrative matters.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>

20	Data Analyst	1*9	Rs. 8,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> <li>• Diploma/Degree in Computers &amp; excellent writing skills</li> <li>• Typing speed of a 30 words in a minutes in English.</li> <li>• Knowledge of Hindi &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data analysis, compilation &amp; presentation.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
21	Assitant Cum Data Entry Operator	1*9	Rs. 5,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> <li>• Diploma/Certificate in Computers .</li> <li>• Typing speed of a 30 words in a minutes in English.</li> <li>• Knowledge of Hindi &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>• Work related to data entry operations.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
22	Outreach Worker	2*9	Rs. 4,000/-	One year extendable	62 years	<ul style="list-style-type: none"> <li>• 12th passed from a recognised school</li> <li>• 2-3 years of experience in outreach activities.</li> <li>• Good communication skills</li> <li>• Knowledge of Hindi &amp; English</li> <li>• Basic knowledge of computers</li> </ul>	<ul style="list-style-type: none"> <li>• To assist their respective Protection Officer &amp; Legal cum Probation Officer in carrying out their roles &amp; responsibilities.</li> <li>• To identify the families and children at risk and offer necessary support services ,</li> <li>• To develop good networking &amp; linkages with the Aanganwaris Workers &amp; members of panchayat/local bodies at community/ block levels.</li> <li>• To encourage volunteerism amongst the local youth for involving them in to the child protection programme at block and community levels.</li> <li>• Any other task assigned by the supervisory authority.</li> </ul>
<b>Total</b>		<b>108</b>					

\* Note: 9 Units will be set up in 9 district of Delhi State

## **THE INTEGRATED CHILD PROTECTION SCHEME (ICPS) - A Centrally Sponsored Scheme of Government – Civil Society Partnership**

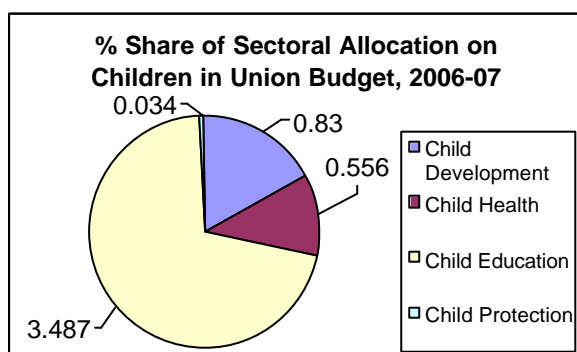
### **Chapter- I CONCEPTUAL BACKGROUND OF THE SCHEME**

#### **1. Introduction**

India is home to almost 19% of the world’s children. More than one third of the country’s population, around 440 million, is below 18 years. India’s children are India’s future as strength of the nation lies in a healthy, protected, educated and well-developed child population that will grow up to be productive citizens of the country. India must invest resources in children proportionate to their huge numbers. An exercise on child budgeting carried out by the Ministry of Women and Child Development revealed that total expenditure on children in 2005-2006 in health, education, development and protection together amounted to a mere 3.86%, rising to 4.91% in 2006-07. However, the share of resources for child protection was an abysmal low of 0.034% in 2005-06 and it remained the same in 2006-07.

Year	Total Union Budget (BE) (Rs. Crore)	Total Child Budget (BE) (Rs. Crore)	% Share of Child Budget in Union Budget
2004-05	477829.04	11695.72	2.45
2005-06	514343.82	19841.01	3.86
2006-07	563991.13	27674.58	4.91

Source: GOI Expenditure Budget, 2004-05, 2005-06 (Vols 1& 2) and “what does Union Budget 2006-07 have for Children”, Haq Centre for Child Rights, Delhi



It is estimated that around 170 million or 40 per cent of India’s children are vulnerable to or experiencing difficult circumstances. There is, therefore, an urgent case for increasing expenditure on child protection so that the rights of the children of India are protected. The neglect of child protection issues results in outright violation of the rights of the children and increases their vulnerability to abuse, neglect and exploitation.

The Constitution of India recognizes the vulnerable position of children and their right to protection. Article 15 the Constitution guarantees special attention to children through necessary and special laws and policies that safeguard their rights. The Right to equality, protection of life and personal liberty and the right against exploitation is enshrined in Articles 14, 15, 16, 17, 21, 23 and 24.

The child rights and welfare concerns have been addressed in a number of International Conventions and Standards on child protection including the UN Convention of the Rights of the Child (UNCRC) 1989, the UN Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules), 1985, the UN Rules for the Protection of Juveniles Deprived of their Liberty, 1990, and the Hague Convention on Inter-country Adoption, 1993. The Government of India ratified the UN Convention on the Rights of the Child (UNCRC) in 1992. The Convention prescribes standards to be adhered to by all State parties in securing the best interest of the child. It emphasizes social reintegration of child victims, without resorting to judicial proceedings. The UNCRC outlines the fundamental rights of children, including the right to be protected from economic exploitation and harmful work, from all forms of sexual exploitation and abuse, and from physical or mental violence, as well as ensuring that children will not be separated from their family against their will.

India has adopted a number of laws and formulated a range of policies to ensure children's protection and improvement in their situation including the Guardian and Wards Act 1890, Factories Act 1948, Hindu Adoption and Maintenance Act 1956, Probation of Offenders Act 1958, Bombay Prevention of Begging Act 1959, Orphanages and Other Charitable Homes (Supervision and Control) Act 1960, National Policy for Children 1974, Bonded Labour System (Abolition) Act 1976, Child Marriage and Restraint Act 1979, Immoral Traffic Prevention Act 1986, Child Labour (Prohibition and Regulation) Act 1986, National Policy on Education 1986, Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act 1987, National Policy on Child Labour 1987, Infant Milk Substitutes, Feeding Bottles and Infant Foods (Regulation of Production, Supply and Distribution) Act 1992, National Nutrition Policy 1993, Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act 1994, Persons with Disabilities (Equal Protection of Rights and Full Participation) Act 2000, Juvenile Justice (Care and Protection of Children) Act 2000, National Health Policy 2002, National Charter for Children 2004, National Plan of Action for Children 2005 and Commissions for Protection of the Rights of the Child, 2005.

However, these laws and policies promising respect for child rights, their protection and well being have not resulted in much improvement in lives of millions of Indian children who continue to be deprived of their rights, abused, exploited and taken away from their families and communities. Scant attention and feeble commitment to resolving child protection problems have resulted in poor implementation of these laws and policies; meagre resources; minimal infrastructure; inadequate services in variety, quantity and quality; and inadequate monitoring and evaluation.

'Child Protection' is about protecting children from or against any perceived or real danger or risk to their life, their personhood and childhood. It is about reducing their vulnerability to any kind of harm and protecting them in harmful situations. It is about ensuring that no child falls out of the social security and safety net and, those who do, receive necessary care, protection and support so as to bring them back into the safety net. While protection is a right of every child, some children are more vulnerable than others and need special attention. The Government recognizes these children as 'children in difficult circumstances', characterized by their specific social, economic and geo-political situations. In addition to providing a safe environment for these children, it is imperative to ensure that all other children also remain protected. Child protection is integrally linked to every other right of the child.

Failure to ensure children's right to protection adversely affects all other rights of the child. Thus, the Millennium Development Goals (MDGs) cannot be achieved unless child protection is an integral part of programmes, strategies and plans for their achievement. Failure to protect children from issues such as violence in schools, child labour, harmful traditional practices, child marriage, child abuse, the absence of parental care and commercial sexual exploitation among others, means failure in fulfilling both the Constitutional and International commitments towards children.

In light of its expanded mandate, the new Ministry of Women and Child Development views Child Protection as an essential component of the country's strategy to place '*Development of the child at the centre of the 11<sup>th</sup> Plan*'. Violations of the child's right to protection, in addition to being human rights violations, are massive, under-recognized and under-reported obstacles to child survival and development. Failure to protect children has serious consequences for the physical, mental, emotional and social development of the child, with consequences of a loss in productivity and quality of human capital for the nation.

The National Plan of Action for Children 2005 articulates the rights agenda for the development of children. The NPAC 2005 is the basis for planning for children in the Eleventh Plan in all sectors and the principles articulated in it should guide the planning and investments for children. Such a comprehensive approach to child protection is required if India is to achieve Millennium Development Goals. It is also

required that all budgets for child protection services should be in the plan category and not in the non-plan category.

The Ministry of Women and Child, is committed to creating a solid foundation for a protective environment for children. The Ministry will strengthen prevention of the child rights violation; enhance infrastructure for protection services; increase access to a wider range and better quality of services; increase investment in child protection and raise awareness of child rights and their violation and the situation of India's children.

## 2. Existing Child Protection Mechanisms

The existing institutions and programs for child protection in India primarily stem from the provisions under the Juvenile Justice (Care and Protection of Children) Act, 2000 and National Plan of Action for Children 2005. These comprise several programmes and schemes implemented by different ministries and departments among which are:

- (i) **A Programme for Juvenile Justice** for children in need of care and protection and children in conflict with law. The Government of India provides financial assistance to the State Governments/UT Administrations for establishment and maintenance of various homes, salary of staff, food, clothing, etc. for children in need of care and protection and juveniles in conflict with law. Financial assistance is based on proposals submitted by States on a 50:50 cost sharing basis.
- (ii) **An Integrated Programme for Street Children** without homes and family ties. Under the scheme NGOs are supported to run 24 hours shelters and provide food, clothing, shelter, non-formal education, recreation, counselling, guidance and referral services for children. The other components of the scheme include enrolment in schools, vocational training, occupational placement, mobilizing preventive health services and reducing the incidents of drug and substance abuse, HIV/AIDS, etc.
- (iii) **CHILDLINE Service** for children in distress, especially children in need of care and protection so as to rescue them from abuse, provide shelter to them, medical services, counselling repatriation and rehabilitation.
- (iv) **Scheme for Assistance to Homes for Children (Shishu Greha) to Promote In-Country Adoption** for care and protection of orphans/abandoned/destitute infants or children up to 6 years and promote their in-country adoption.
- (v) **Scheme for Working Children in Need of Care and Protection** for children kept as domestic child labour, working at roadside dhabas, mechanic shops, etc. The scheme provides for bridge education and vocational training, medicine, food, recreation/sports equipments, etc.
- (vi) **Rajiv Gandhi National Creche Scheme for the Children of Working Mothers** in the age group of 0-6 years. The scheme provides for comprehensive day-care services including facilities like food, shelter, medical, recreation, etc.
- (vii) **Pilot Project to Combat the Trafficking of women and Children for Commercial Sexual Exploitation** in source and destination areas for providing care and protection to trafficked and sexually abused women and children. Components of the scheme include networking with law enforcement agencies, rescue operation, temporary shelter for the victims, repatriation to hometown and legal services, etc.

- (viii) **Central Adoption Resource Agency (CARA)** is an Autonomous Body under the Ministry of Women and Child Development to promote in-country adoption and regulate inter-country adoption. CARA also helps both Indian and foreign agencies involved in adoption of Indian children to function within a regulated framework, so that such children are adopted legally through recognized agencies and no exploitation takes place.
- (ix) **National Child Labour Project (NCLP)** for rehabilitation of child labourers. Under the scheme, Project Societies at the district level are fully funded for opening up of Special Schools/Rehabilitation Centers for the rehabilitation of child labourers. These special schools/rehabilitation centers provide non-formal education, vocational training, supplementary nutrition, stipends, etc. to children withdrawn from employment.

State Governments Schemes: Various State Governments are also running different state-specific schemes for institutional (residential) and non-institutional (non-residential) care of children in difficult circumstances.

In early 2006 the Department of Women and Child Development became a full-fledged Ministry and all child protection matters including implementation of Juvenile Justice (Care and Protection of Children) Act 2000, and its Amendment Act, 2006 as well as implementation of various programs including An Integrated Programme for Street Children, CHILDLINE Service, Scheme for Assistance to Homes for Children (Shishu Greha) to Promote In-Country Adoption, Scheme for Working Children in Need of Care and Protection and CARA, were transferred to this new Ministry. This is a significant step towards consolidation of the child protection portfolio under one Ministry. However, a range of child protection issues still remain under other government agencies. For instance, child labour issues continue to be dealt with by the Ministry of Labour and Employment. There are some schemes for the disabled persons under the Ministry of Social Justice and Empowerment. Since they do not have a child focus or specific component for children, issues of disabled children get very little attention. Some of the schemes of the Ministry of Women and Child Development under the women's welfare section address issues concerning protection of the girl child. These include Kishori Shakti Yojana, Swadhar, Short Stay Home and Relief and Rehabilitation of Rape Victims among others.

In order for child protection to be dealt with more effectively there is a need for lateral linkages between the Ministry of Women and Child Development and other relevant sectors such as Railways, Industry, Trade and Commerce, Rural Development, Urban Affairs, Tourism, Banking, Legal Affairs, Home Affairs, Health & Family Welfare and Information & Broadcasting.

### **3. Limited Resources/Budget Allocations**

All of the above mentioned programs and schemes put together have an abysmally low budget. A Child Budget exercise carried out by the Ministry of Women and Child Development revealed the persistently low level of fund allocation for child protection. The total share of child protection in the Union Budget for 2005-06 was just 0.034% (see table below) and the budget estimate for the financial year 2006-07 also remained the same. Scarcely any allocations have been made for child protection since independence, a reflection of the low priority this sector has received in government's own planning and implementation, resulting in scant State interventions toward child protection.



**Union Government's Budgetary Provisions for Child Protection (2001-02 to 2006-07)***(Rs. in Crore)*

Sl. No.	Schemes	2001-02 (RE)	2002-03 (RE)	2003-04 (RE)	2004-05 (RE)	2005-06 (RE)	2006-07 (RE)
1.	Prevention and Control of Juvenile Social Maladjustment (A Programme for Juvenile Justice)	11.25	14.40	17.46	18.90	22.69	24.55
2.	Other Schemes of Child Welfare**	15.8	16.02	14.80	17.50	16.10	19.00
3.	Scheme for Rescue of Victims of Trafficking	--	--	--	--	0.25	0.45
4.	Short Stay Home	12.84	12.84	15.35	14.40	15.00	15.90
5.	Swadhar	--	9.00	0.80	3.69	5.5	7.0
6.	Improvement in Working Conditions of Child/Women Labour	62.0	70.56	68.26	98.38	115.76	127.46
7.	Initiative to Develop Skills, ITIs and Elimination of Child Labour in 10th Plan	--	--	--	--	--	--
8.	<i>Allocations on Child Protection in Union Budget-- (1+2+3+4+5+6+7)</i>	101.89	122.82	116.67	152.87	175.30	193.91
9.	Total Expenditure of Union Government	364436	404013	474254	505791	508705	563991
10.	<b>Budget for Child Protection as %age of total Union Budget</b>	0.028	0.030	0.024	0.030	0.034	0.034
** Other Schemes includes schemes for street children, assistance to homes for infant and young children, for promoting in-country and inter-country adoption, CARA and scheme for welfare of working children and children in need of care and protection (Ministry of Women and Child Development)							
RE: Revised Estimates.							
Note: The above table does not include financial allocation for Rajiv Gandhi National Crèche Scheme for Children of Working Mothers being implemented by the Ministry of Women and Child Development, Government of India, which was Rs. 100 Crores (BE) in the financial year of 2006-07.							

**Percentage Share of Sectoral Allocation on Children in Union Budget**

Year	% Share of Child Development in Child Budget	% Share of Child Health in Child Budget	% Share of Child Education in Child Budget	% Share of Child Protection in Child Budget	% Share of Total Child Budget in Union Budget
2004-05	0.422	0.423	1.567	0.033	2.445
2005-06	0.658	0.527	2.638	0.034	3.857
2006-07	0.830	0.556	3.487	0.034	4.907

Source: GOI Expenditure Budget 2004-05, 2005-06, 2006-07 (Vols 1&2) and Haq Centre for Child Rights, Delhi

The share of child protection in the 'Child Budget' has remained at 0.03 percent from 2004-05 to 2006-07, although the share of the budget going to children has increased marginally over the same period. Child protection issues therefore are likely to remain largely un-addressed which is unfortunate considering that the number of children in need of care and protection conservatively estimated is well above 100 million. The meagre financial resources allocated to child protection translate into serious gaps in child protection measures and programmes.

**4. Glaring Gaps in Services**

A close examination by the newly created Ministry of Women and Child Development of existing child protection schemes has revealed major shortcomings and gaps in existing child protection institutions, policies programs and their implementation at all levels. The minimal government structure that exists is rigid and a lot of time and energy are spent on maintaining the structure itself rather than concentrating on programmatic outcomes. Existing programmes and schemes are marked by limitations such as:

#### *4.1 Lack of prevention*

Policies, programmes and structures to prevent children from falling into difficult circumstances are mostly lacking. This pertains both to policies to strengthen and empower poor and vulnerable families to cope with economic and social hardship and challenges and thus be able to take care of their children, as well as to efforts to raise awareness of all India's people on child rights and child protection situation.

#### *4.2 Poor planning and coordination*

- (i) Poor implementation of existing laws and legislations;
- (ii) Lack of linkages with essential lateral services for children, for example, education, health, police, judiciary, services for the disabled, etc.;
- (iii) No mapping has been done of the children in need of care and protection or of the services available for them at the district/city/state levels;
- (iv) Lack of coordination and convergence of programmes/services;
- (v) Weak supervision, monitoring and evaluation of the juvenile justice system.

#### *4.3 Services are negligible relative to the needs*

- (i) Most of the children in need of care and protection, as well as their families do not get any support and services;
- (ii) Resources for child protection are meager and their utilization is extremely uneven across India;
- (iii) Inadequate outreach and funding of existing programmes results in marginal coverage even of children in extremely difficult situations;
- (iv) Ongoing large scale rural-urban migration creates an enormous variety and number of problems related to social dislocation, severe lack of shelter and rampant poverty, most of which are not addressed at all;
- (v) Lack of services addressing the issues like child marriage, female foeticide, discrimination against the girl child, etc.
- (vi) Little interventions for children affected by HIV/AIDS, drug abuse, militancy, disasters (both manmade and natural), abused and exploited children and children of vulnerable groups like commercial sex workers, prisoners, migrant population and other socially vulnerable groups, etc.
- (vii) Little interventions for children with special needs, particularly mentally challenged children.

#### *4.4 Poor infrastructure*

- (i) Structures mandated by legislation are often inadequate;
- (ii) Lack of institutional infrastructure to deal with child protection;
- (iii) Inadequate number of CWCs and JJBs;
- (iv) Existing CWCs and JJBs not provided with requisite facilities for their efficient functioning, resulting in delayed enquiries and disposal of cases.

#### *4.5 Inadequate human resources*

- (i) Inappropriate appointments to key child protection services leading to inefficient and non-responsive services;
- (ii) Lack of training and capacity building of personnel working in the child protection system;
- (iii) Inadequate sensitization and capacity building of allied systems including police, judiciary, health care professions, etc.;
- (iv) Lack of proactive involvement of the voluntary sectors in child protection service delivery by the State/UT Administrations;
- (v) Large number of vacancies in existing child protection institutions.

#### *4.6 Serious service gaps*

- (i) Improper use of institution in contravention to government guidelines;
- (ii) Lack of support services to families at risk making children vulnerable;
- (iii) Overbearing focus on institutional (residential care) with non-institutional (i.e. non-residential) services neglected;
- (iv) Inter-state and Intra-state transfer of children especially for their restoration to families not provided for in the existing schemes.
- (v) Lack of standards of care (accommodation, sanitation, leisure, food, etc.) in all institutions due to lower funding;
- (vi) Lack of supervision and commitment to implement and monitor standards of care in institutions;
- (vii) Most 24-hour shelters do not provide all the basic facilities required, specially availability of shelter, food and mainstream education;
- (viii) Not all programmes address issues of drug abuse, HIV/AIDS and sexual abuse related vulnerabilities of children;
- (ix) None of the existing schemes address the needs of child beggars or children used for begging;
- (x) Minimal use of non-institutional care options like adoption, foster care and sponsorship, etc. to children without home and family ties;
- (xi) No mechanism for child protection at community level or involvement of communities and local bodies in programmes and services;
- (xii) Serious service and infrastructure gaps leading to few adoptions;
- (xiii) Cumbersome and time consuming adoption services;
- (xiv) Lack of rehabilitation services for older children not adopted through the regular adoption process;
- (xv) Aftercare and rehabilitation programme for children above 18 years are not available in all States, and where they do exist they are run as any other institutions under the JJ Act 2000.
- (xvi) Majority of services are of poor or extremely poor quality.

#### *4.7 Weak accountability, monitoring and evaluation*

- (i) Reporting mechanism and accountability are not clearly defined and are rarely enforced in most of the programmes and schemes;
- (ii) Monitoring mechanisms are not in place;
- (iii) Data required for planning, policy making and monitoring is not available.
- (iv) Evaluation is rarely done.

## Chapter- II

### THE INTEGRATED CHILD PROTECTION SCHEME (ICPS)

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#### 1. Purpose

The Integrated Child Protection Scheme is expected to significantly contribute to the realization of Government/State responsibility for creating a system that will efficiently and effectively protect children. It is based on cardinal principles of “protection of child rights” and “best interest of the child”. Hence, the ICPS objectives are: to contribute to the improvements in the well being of children in difficult circumstances, as well as to the reduction of vulnerabilities to situations and actions that lead to abuse, neglect, exploitation, abandonment and separation of children. These will be achieved by: (i) improved access to and quality of child protection services; (ii) raised public awareness about the reality of child rights, situation and protection in India; (iii) clearly articulated responsibilities and enforced accountability for child protection (iv) established and functioning structures at all government levels for delivery of statutory and support services to children in difficult circumstances; (v) introduced and operational evidence based monitoring and evaluation.

#### 2. Specific Objectives

##### 2.1 To institutionalize essential services and strengthen structures:

- (i) Establish and strengthen a continuum of services for emergency outreach, institutional care, family and community based care, counselling and support services;
- (ii) Put in place and strengthen necessary structures and mechanisms for effective implementation of the scheme at the national, regional, state and district levels;
- (iii) Define and set standards of all services including operational manuals for the functioning of statutory bodies.

##### 2.2 To enhance capacities at all levels:

- (i) Build capacities of all functionaries including, administrators and service providers, at all levels working under the ICPS;
- (ii) Sensitize and train members of allied systems including, local bodies, police, judiciary and other concerned departments of State Governments to undertake responsibilities under the ICPS.

##### 2.3 To create database and knowledge base for child protection services:

- (i) Create mechanisms for a child protection data management system including MIS and child tracking system in the country for effective implementation and monitoring of child protection services;
- (ii) Undertake research and documentation.

##### 2.4 To strengthen child protection at family and community level:

- (i) Build capacities of families and community to strengthen care, protection and response to children;
- (ii) Create and promote preventive measures to protect children from situations of vulnerability, risk and abuse.

## **2.5 To ensure appropriate inter-sectoral response at all levels:**

Coordinate and network with all allied systems i.e. Government departments and Non-Government agencies providing services for children for effective implementation of the scheme.

## **2.6 To raise public awareness:**

- (i) Educate public on child rights and protection;
- (ii) Raise public awareness at all levels on situation and vulnerabilities of children and families
- (iii) Inform the public on available child protection services, schemes and structures at all levels

## **3. Guiding Principles**

**3.1 Child protection, a primary responsibility of family, supported by community, government and civil society.** It is important that respective roles are articulated clearly and understood by all parties in the effort to protect children. Government, both Central and State, has an obligation to ensure a range and a continuum of services at all levels.

**3.2 Loving and caring family, the best place for the child:** Children are best cared for in their own families and have a right to family care and parenting by both parents.

**3.3 Privacy and Confidentiality:** Children's right to privacy and confidentiality should be protected through all the stages of service delivery.

**3.4 Non-stigmatization and non-discrimination:** Each child irrespective of circumstances, as well as socio-economic, cultural, religious and ethnic background should be treated equally and in a dignified manner.

**3.5 Prevention and reduction of vulnerabilities, central to child protection outcomes:** A major thrust of the ICPS will be to strengthen the family capabilities to care for and protect the child.

**3.6 Institutionalization of children, the last resort:** There is a need to shift the focus of interventions from an over reliance on institutionalization of children and move towards more family and community-based alternatives for care. Institutionalization should be used as a measure of last resort after all other options have been explored.

**3.7 Child centered planning and implementation:** Planning and implementation of child protection policies and service delivery should be child centered at all levels, so as to ensure that the best interest of the child is protected.

**3.8 Technical excellence, code of conduct:** Services for children at all levels and by all providers should be provided by skilled and professional staff, including a cadre of social workers, psychologists, care givers, members of statutory bodies and lawyers, adhering to an ethical and professional code of conduct.

**3.9 Flexible programming, responding to local individualised needs:** Customized service delivery approach is required to respond to local needs.

**3.10 Good governance, accountability and responsibility:** An efficient and effective child protection system requires transparent management and decision making, accountable and responsible individuals and institutions, performance reports at all service levels and all service providers made public, including for children themselves, through child-friendly reports.

#### 4. Approaches

- 4.1 Prevention:** Through an outreach programme, the scheme would identify and support vulnerable families. Trained district level functionaries through effective networking and linkages with the Village and Block Level Child Protection Committees, ICDS functionaries, NGOs and local bodies would ensure convergence of services. Community capacities for protection and monitoring shall be strengthened and child protection concerns and safeguards shall be integrated in all sectors.
- 4.2 Promotion of Family-based Care:** The scheme would pursue a conscious shift to family-based care including sponsorship, kinship care, foster care and adoption. Periodic review of children in institutional care for restoration to families would also be undertaken.
- 4.3 Financing:** As a centrally sponsored scheme financial assistance from the Central Government will be disbursed to the State Government/ UT Administration. The Central Government shall provide a predetermined percentage of the budgeted cost. The State/UT shall in turn provide grant-in-aid to voluntary organizations under the different components of the Scheme.
- 4.4 Integrated service provision - range of services:** Through an interface with various sectors, including health, education, judiciary, police, and labour, among others, the scheme would strive to integrate service provisions into a range of services to cater to the multiple needs of children in difficult circumstances.
- 4.5 Continuum of services- a feasible care plan for each child:** The services under the scheme will be provided on the basis of an individual care plan, established through professional assessment. The care plan must be periodically reviewed and accordingly adjusted. Adequate services should be available as long as the child is in need of care, including follow up.
- 4.6 Community based service delivery:** The scheme would endeavour to bring services closer to vulnerable children and families for increased access. Child care services should be available at community level integrated into a range of services with strong linkages to the PRIs and local government bodies.
- 4.7 Decentralization and flexibility to focus on local needs:** The scheme shall decentralize planning and implementation of child protection services at the State and District level based on specific needs. The allocation of human resource shall be based on protection service requirement for quality child protection services.
- 4.8 Partnership Building and Community Empowerment:** A key strategy for programme development and implementation would be developing close working relationships, information sharing and strategy building between government structures, civil society organizations including corporate and communities.
- 4.9 Quality care, standards for care and protection:** All protection services—be it public or privately provided—should adhere to prescribed standards pertaining to physical infrastructure and human resource requirements, as well as protocols, methodological instructions and guidelines for services and operational manuals for functioning of statutory bodies.
- 4.10 Building Capacities:** In order to ensure professional child protection services at all levels, the scheme would undertake regular training and capacity building of all service providers and functionaries to equip and enhance their skills, sensitivities, knowledge on child rights and standards of care and protection.

**4.11 Monitoring and Evaluation:** The scheme would set up a child protection data management system to formulate and implement effective intervention strategies and monitor their outcomes. Regular evaluation of the programmes and structures would be conducted and course correction would be undertaken.

## 5. Target Groups

The ICPS will focus its activities on children in need of care and protection and children in conflict and contact with the law:

**a) Child in need of care & protection** means a child who:

- (i) is found without any home or settled place or abode and without any ostensible means of subsistence;
- (ii) resides with a person (whether a guardian of the child or not) and such person has threatened to kill or injure the child and there is a reasonable likelihood of the threat being carried out, or has killed, abused or neglected some other child or children and there is a reasonable likelihood of the child in question being killed, abused or neglected by that person;
- (iii) is a mentally or physically challenged or ill child or a child suffering from terminal diseases or incurable diseases, and/or having no one to support or look after him/her ;
- (iv) has a parent or guardian and such parent or guardian is unfit or incapacitated to care for or supervise the child;
- (v) does not have a parent/parents and no one is willing to take care of him/her, or whose parents have abandoned him/her or who is a missing and/or runaway child and whose parents cannot be found after reasonable inquiry;
- (vi) is being or is likely to be grossly abused, tortured or exploited for the purpose of sexual abuse or illegal acts;
- (vii) is found vulnerable and is likely to be inducted into drug abuse or trafficking;
- (viii) is being or is likely to be abused for unconscionable gains;
- (ix) is victim of any armed conflict, civil commotion or natural calamity.

**b) Child in conflict with law** is one who is alleged to have committed an offence.

**c) Child in contact with law** is one who has come in contact with the law either as victim or as a witness or due to any other circumstance.

The ICPS will also provide preventive, statutory and care and rehabilitation services to **any other vulnerable child including, but not limited, to:** children of potentially vulnerable families and families at risk, children of socially excluded groups like migrant families, families living in extreme poverty, scheduled castes, scheduled tribes and other backward classes, families subjected to or affected by discrimination, minorities, children infected and/or affected by HIV/AIDS, orphans, child drug abusers, children of substance abusers, child beggars, trafficked or sexually exploited children, children of prisoners, and street and working children.

## 6. Government- Civil Society Partnership

In order to reach out to all children, in particular to those in difficult circumstances, the Ministry of Women and Child Development proposes to combine its existing child protection schemes under one **centrally sponsored** scheme titled **“Integrated Child Protection Scheme (ICPS)”**. The proposed ICPS brings together multiple vertical schemes under one comprehensive child protection programme and integrates interventions for protecting children and preventing harm.

It does not see child protection as the exclusive responsibility of the MWCD but stresses that other sectors have vital roles to play. The Ministry looks at child protection holistically and seeks to

rationalize programs for creating a strong protective environment for children, diversify and institutionalize essential services for children, mobilize inter-sectoral response for strengthening child protection and set standards for care and services.

ICPS will function as a **Government – Civil Society Partnership** scheme under the overarching direction and responsibility of the Central and State Governments. The Government is aware that improving situation of millions of India’s children in difficult circumstances requires an integrated effort and strong partnership of many stakeholders. Government cannot achieve this task alone. Therefore, the ICPS will work closely with all stakeholders including government departments, the voluntary sector, community groups, academia and, most importantly, families and children to create protective environment for children in the country. Its holistic approach to child protection services and mechanisms is reflected in strong lateral linkages and complementary systems for vigilance, detection and response. The scheme visualizes a structure for providing services as well as monitoring and supervising the effective functioning of child protection system, involving:

- a) Government:** Government of India (GOI) will have the primary responsibility for the development and funding of the scheme as well as ensuring flexibility by cutting down rigid structures and norms. The GOI will also create an integrated, live, web-based database on children including child tracking systems and a Management Information System. It will be the responsibility of the State Governments/UT Administrations to ensure effective implementation of the scheme by quick devolution and utilization of funds. State Governments/UT Administrations will attract the best professional talent and strengthen public-private partnership. The scheme proposes to hire the services of professionals on a contractual basis. The State Governments/UT Administrations will manage the database that includes child tracking system and MIS at the state and district levels.

<b>Rationale for recruiting staff on contractual basis</b>
<p>A programme of this magnitude and nature requires multidisciplinary staff who are professional and committed to children and their rights. It has been consciously decided to have these personnel on a contractual basis for the following reasons:</p> <ul style="list-style-type: none"> <li>(i) Implementation of scheme would be more effective if staff is recruited on contractual basis - minimum of three years and extendible for a period of 5 years based on performance. They can be paid consolidated remuneration with built in increment provisions that is performance based;</li> <li>(ii) It will attract high quality professional talent, strengthen public-private partnerships and will not lead to any permanent liability on the government;</li> <li>(iii) Contractual employment, outsourcing and performance linked promotion will ensure that the establishment is trim, vibrant and responsive to the needs of the children;</li> <li>(iv) By doing away with rigid government structures, the programme will have flexibility and scope for innovation.</li> </ul>

**b) Civil society organizations & individuals:**

- (i) **Voluntary sector:** To lobby for the protection of children of India and act as a watch-dog on the situation of children and implementation of public policies and programmes aimed at children; to provide vibrant, responsive and child friendly services for detection, counseling, care and rehabilitation for all children in need. Provide technical support for awareness raising, capacity development, innovations and monitoring. These may be financially supported by the State.
- (ii) **Research and training institutions:** To carry out research on the situation of children in India and capacity building of existing human resource as well as support creation of a cadre of professionals.



- (iii) **Media and advocacy groups:** To promote rights of the child and child protection issues with sensitivity and sustain a media discourse on protection issues.
  - (iv) **Corporate sector:** To partner with government and civil society initiatives under the scheme; financially support child protection initiatives; and contribute to Government efforts to improve the situation of children of India by adhering to the laws pertaining to child protection.
- c) **Community groups and local leaders, volunteers, youth groups, families and children:** To provide protective and conducive environment for children, to act as watchdog and monitor child protection services by inter-alia participating in the village and block level child protection committees.

## Chapter- III

### ICPS PROGRAMMES AND ACTIVITIES

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Through ICPS, the Ministry of Women and Child Development envisages to carve out a broad and comprehensive framework for child protection in the Eleventh Plan and to set the foundation for creating a strong protective environment for children. Every child of India has the right to be cared for by a loving and nurturing family, to live with dignity, and to be protected from separation from her family, violence, abuse, neglect and exploitation.

The Integrated Child Protection Scheme will focus on:

- (i) Mapping needs and services for children and families at risk;
- (ii) Preparing child protection plans at district and state levels; the plan would be gradually extended to block and community levels;
- (iii) Strengthening service delivery mechanisms and programmes including preventive, statutory, care and rehabilitation services;
- (iv) Improving access to and quality of services provided;
- (v) Promoting and strengthening non-institutional family based care options for children deprived of parental care, including sponsorship to vulnerable families, kinship-care, in-country adoption, foster care and inter-country adoption, in order of preference;
- (vi) Developing capacity of service providers;
- (vii) Strengthening knowledge base, awareness and advocacy;
- (viii) Establishing an integrated, live, web based data base (on children in difficult circumstance, children in care, service providers and services provided), for evidence based monitoring and evaluation and service planning decision making;
- (ix) Monitoring and evaluation;
- (x) Building partnerships and alliances for child protection at all levels, particularly at the grass-root community and district levels.
- (xi) Strengthening linkages with other bodies and institutions such as the National/State Human Rights Commissions and National/State Commissions for Protection of Rights of the Child, etc.

ICPS brings several existing child protection programmes under one umbrella and initiates new interventions.

#### I. CARE, SUPPORT AND REHABILITATION SERVICES

##### 1. Emergency outreach service through 'CHILDLINE'

**CHILDLINE** is a 24/7 emergency phone outreach service for children in need of care and protection linking them to emergency and long-term care and rehabilitation services. The service can be accessed by a child in difficulty or an adult on his behalf by dialing **1098**. Established by the Government of India in 1999, it is presently operational in 83 cities across the country. In order to create a protective environment for children in all parts of the country, ICPS envisages the expansion of the CHILDLINE service to all districts/cities. A detailed guideline for setting up the CHILDLINE service is given at **Annexure -I**.

##### 2. Open shelters for children in need in urban and semi-urban areas

The large numbers of homeless children, pavement dwellers, street and working children and child beggars, left on their own and in need of care and support, is an urban phenomena of great concern.

29% of India's population resides in urban areas, half of which live in conditions of extreme deprivation compounded by lack of shelter and access to basic services like sanitation, safe drinking water, education, health care, recreational facilities, etc.<sup>1</sup> The urban population is also expanding rapidly because of intense rural-urban migration, swelling cities and towns, further compromising the ability of civic authorities to meet people's basic needs. A large proportion of the migrant population ends up residing in inhuman conditions in slums, squatter colonies, railway platforms, pavements, bus stops, tourist spots, etc. As a result, urban poverty and hunger are increasing.<sup>2</sup>

In this situation, children suffer the most. A vast majority of them, with or without parental support, end up at traffic intersections, railway stations, streets, sabzi mandi (vegetable market), etc. They can be seen begging for alms, wiping automobile windscreens, rag picking, vending wares and may also be involved in petty thefts, drug peddling or controlled by a begging or stealing mafia. Many of these children also peddle sex for survival and paedophilia is common. These children are very often victims of adult abuse of all kinds: physical, sexual, emotional as well as economic exploitation.

Inhuman and violent life conditions turn many of these children into law offenders, criminals, drug abusers and exploiters themselves. If continued to be neglected, not only are human lives and capital wasted, but such children also become a huge drain on society. Mainstreaming these children is a big challenge, compounded by the fact that they have no parental care and support. It becomes the responsibility of the State to meet their special needs. The State must create a flexible mechanism, which will meet the unique needs of these children, harness their talent and potential, thus giving them the opportunity to become productive citizens.

In order to provide for the growing needs of these children, the ICPS would facilitate setting up open shelters particularly in urban areas. Such centres shall provide a space for children where they can play, use their time productively and engage themselves in creative activities through music, dance, drama, yoga & meditation, computers, indoor and outdoor games, etc. These activities would encourage meaningful peer group participation and interaction. This will ensure their overall growth and development, and keep them away from socially deviant behaviours in addition to fulfilling their basic requirements for food, nutrition and health. These shelters shall also have provisions for health care, quality and flexi-time education and vocational training, including provisions where children can safely keep their belongings and earnings. Counselling guidance and life skill education shall also be provided for channelling these children's energy into productive endeavours.

The objective of such a service is to provide an opportunity for the increasing number of vulnerable children in urban areas to be protected from abuse and neglect on the street and provide them access to alternatives. In the long term, these children would be weaned away from street life and enabled to lead a dignified and productive life.

Financial assistance shall be provided through the State Government/UT Administration to voluntary organizations for establishing such Open Shelters as per the detailed guidelines given at **Annexure -II**. In case a State/UT is unable to find suitable voluntary organizations to run these Open Shelters, the State Governments/UT Administrations shall run these centres from the funds available.

### **3. Family based non institutional care through Sponsorship, Foster-care, Adoption and After-care**

The Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006 provides for the rehabilitation and reintegration of children through sponsorship, foster-care, adoption and after-care. For each child in family based non-institutional care an individual care plan shall be developed. The individual care plan shall be prepared within a month by the Specialized Adoption Agency (SAA) in coordination with the District Child Protection Society (DCPS) and forwarded

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<sup>1</sup> Consortium for Street Children 2004, <http://www.streetchildren.org.uk/>

<sup>2</sup> Nutritional Problems in Urban Slum Children, <http://www.indianpediatrics.net/july2004/682.pdf>

within a fortnight for approval to the Child Welfare Committee (CWC), once agreed upon by the DCPS. The SAA shall report to the DCPS on the execution of the individual child care plan within six months of the care plan being approved by the CWC. The individual care plan shall be reviewed every six months and no child shall remain in the care of a SAA for more than a period of one year.

The detailed guidelines and financial provisions for providing family based non-institutional care through sponsorship, foster-care, adoption and after-care under the scheme are given in **Annexure -III**.

### **3.1 Sponsorship**

Many children are at risk of abandonment, exploitation, neglect and destitution because of poor socio-economic conditions of their families. Poor families often place their children into institutional care as a poverty coping measure. In many other cases children run away from their families because of abuse and/or exploitative conditions and often do not want to be reunited with their families. Hence, they are placed in institutions. As a result, large numbers of children are forced to spend their lives in institutions. It is an accepted fact that institutionalisation of children should be the last resort and the family-based non-institutional care is a better option. The Government of India realizes the importance of reintegrating, to the extent possible, institutionalized children into families. To that end, individual cases of children in institutions will be periodically reviewed and the reintegration into their biological family facilitated with necessary support and supervised financial assistance.

Apart from the above categories of children, a significant number live in extreme conditions of deprivation or exploitation, with families those are unable to provide basic care and services to them. The Government of India also realizes the need to provide support and supervised financial assistance to such extreme cases as a preventive measure to keep children within families and remain protected.

In order to achieve the above, the Government of India proposes a Pilot initiative under the ICPS to provide support services to families at risk. ICPS shall create a special Sponsorship and Foster Care Fund within the DCPS. Sponsorship will offer supplementary financial support to families to meet the educational, medical, nutritional and other needs of children with a view to improving the quality of their lives.

Thus sponsorship support shall be provided in the following settings:

1. **Preventive:** Sponsorship support will be provided to a family to enable a child to continue to remain in the family, continue his/her education. These children will be prevented from becoming destitute / vulnerable, running away, forced into child marriage, forced into child work, etc.
2. **Rehabilitative:** Children within institutions can also be restored to families with sponsorship assistance.

Sponsorship amount will be paid from a special Sponsorship Fund made available with the DCPS and disbursed on the approval of the DCPO based on the decision of the CWC and according to the individual care plan. The SAA shall supervise the sponsorship programme through regular monitoring of the progress as per the child's individual care plan and send periodic reports to the DCPS and CWC.

### **3.2 Foster Care**

Fostering is an arrangement whereby a child lives, usually on a temporary basis, with an extended or unrelated family member. Such an arrangement ensures that the birth parents do not lose any of their parental rights or responsibilities. This arrangement shall cater to children who are not legally free for adoption, and whose parents are unable to care for them due to illness, death, desertion by one parent

or any other crisis. The aim is to eventually re-unite the child with his/her own family when the family circumstances improve, and thus prevent institutionalization of children in difficult circumstances.

The scheme shall provide support for foster care through the Sponsorship and Foster Care Fund available with the District Child Protection Society. The Child Welfare Committee either by itself or with the help of SAA, shall identify suitable cases and order placement of the child in foster-care. Once the Child Welfare Committee orders the placement of the child in foster care, a copy of the order shall be marked to the DCPS for release of funds and to SAA for follow up and monitoring. The SAA shall periodically report about the progress of the child to the Child Welfare Committee and DCPS.

### 3.3 Adoption

Adoption is a process through which a child who is permanently separated from biological parents because her/his parents have died, or have abandoned or surrendered her/him, becomes a legitimate child of a new set of parent(s) referred to as adoptive parents with all the rights, privileges and responsibilities that are attached to this relationship.

The state intervention in promotion of adoption has been limited and governed by the Honourable Supreme Court in the case L K Pandey v/s Union of India. Central Adoption Resource Agency (CARA) is the nodal agency for coordinating the work and has been primarily engaged in streamlining inter-country adoption. The number of adoptions appears to have plateaued in the last five years necessitating a proactive intervention by the Ministry.

ICPS therefore incorporates a series of steps aimed at streamlining the adoption process; addressing identified bottlenecks and regional disparities; and promoting national adoptions<sup>3</sup>. The adoption programme will be governed by the following guiding principles:

- (i) Best interest of the child is paramount.
- (ii) Institutionalization (e.g. placement into residential care) of the child should be for the shortest possible period of time
- (iii) All attempts should be made to find a suitable Indian family within the district, state or country.
- (iv) The child shall be offered for inter-country adoption only after all possibilities for national adoption, or other forms of family based placement alternatives such as placement with relatives (kinship care), sponsorship and foster care arrangements have been exhausted.
- (v) All institutions should disclose details about children in their care and make sure that those free for adoption are filed and recorded with the State Adoption Resource Agency (SARA) and CARA, with all supporting documentation of authorization of such adoption from CWC.
- (vi) Inter-state coordination to match the list of Prospective Adoptive Parents (PAPs) with that of available children should be done by SARAs.
- (vii) No birth mother/parent(s) should be forced/coerced to give up their child for monetary or any other consideration.
- (viii) Adoption process from the beginning to end shall be completed in the shortest possible time.
- (ix) Monitoring, regulating and promoting the concept and practice of ethical adoptions in the country should be ensured.
- (x) Agencies involved in the adoption process should perform their duties in a transparent manner, following rules of good governance and adhering to the professional and ethical code of conduct. Those agencies shall be reporting to and will be subject to rigorous auditing and supervision by responsible state bodies.

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<sup>3</sup> The Inter-country adoption in India shall be guided by the Hague Convention on Inter-Country Adoption - 1993, signed by India on 9 January 2003 and ratified on 6 June 2003. Following the best interest of the child, the convention gives priority to in-country adoption, while inter-country adoption is considered only as the last care option.

### 3.3.1 Adoption Coordinating Agency (ACA)

The Honourable Supreme Court in its judgment dated 27<sup>th</sup> September 1995 in the case of L. K. Pandey Vs. Union of India, observed that there may be Voluntary Coordinating Agency (VCA) in a State or in a city where there are more adoption agencies, for facilitating the search for a suitable Indian parent for the child within the country before he/she is proposed for inter-country adoption.

In order to facilitate ACAs [VCAs have now been re-designated as Adoption Coordinating Agencies (ACAs)] to achieve the objective of promoting the cause of in-country adoption for the permanent rehabilitation of orphaned, abandoned and surrendered children in family environment, and to popularize the concept of un-related adoption for wider acceptance in Indian society, the ICPS shall provide financial support to ACAs. The programmes and activities of the Adoption Coordinating Agencies along with the details of financial assistance to be provided by the Central Government under this scheme are given at **Annexure-III**.

### 3.3.2 Specialised Adoption Agency (SAA)

In order to facilitate the placement of orphaned, abandoned and surrendered children for adoption, the Juvenile Justice (Care and Protection of Children) Amendment Act 2006 empowers the State Government to recognize one or more of its institutions or voluntary organizations in each district as SAA. Keeping in line with the provisions of the Act, the ICPS shall provide financial and other support to the setting up and functioning of SAAs in each district. The SAA shall provide quality childcare facilities to children including family based care during the pre-placement phase. SAAs shall prepare individual care plan for each child following the principle of the best interest of the child. In preparing individual care plan the care options in the following order of preferences shall be considered:

- (i) Preserving the biological family
- (ii) Kinship Care
- (iii) In-country adoption
- (iv) Foster Care
- (v) Inter-country Adoption
- (vi) Institutional Care

The SAA shall work under the overall supervision of State Adoption Resource Agency and the District Child Protection Society. In order to run a SAA, a Child Care Institution (CCI) must be registered under the provisions laid down by the Juvenile Justice (Care and Protection of Children) Amendment Act 2006 under Section-34(3). The State Government shall recognize such CCIs as SAA under the provisions of Section-41(4) of the Act. CARA is empowered to give special accreditation to SAAs working towards placing the child in Inter-country adoption in accordance with the provisions laid down under the Hague Convention on Inter-country Adoption.

The detailed guidelines and financial provisions for supporting SAAs under the scheme are laid down at **Annexure-III**.

### 3.3.3 Cradle Baby Reception Centre

At least 60 million girls who would otherwise be expected to be alive are "missing" from various populations, mostly in Asia, as a result of sex-selective abortions, infanticide or neglect.<sup>4</sup> In India too female foeticide is a cause of growing concern, especially in states like Punjab, Haryana, Delhi, Himachal Pradesh and Gujarat, where the girls to boys ratio has "drastically declined": to fewer than

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<sup>4</sup> State of World's Population, UNFPA, 2005

800 girls for every 1,000 boys. In India as a whole, this ratio has declined from 945 girls per 1,000 boys aged 0-6 in 1991 to 927/1,000 in 2001, indicating the seriousness of the problem.<sup>5</sup>

Recognizing the fact that over 80% of districts in the country do not have facilities to receive or offer temporary shelter for children in crisis situation, especially those who are abandoned and vulnerable to be trafficked, the ICPS envisages setting up Cradle Baby Reception Centres in each district. These Cradle Baby Reception Centres will be linked to Cradle Points at Primary Health Care Centres (PHCs), Hospitals/Nursing Homes, Swadhar Units, Short Stay Homes and in the office of the DCPS to receive abandoned babies. For every child received by the cradle baby reception centre, the process of creating an individual care plan shall be initiated by the reception centre, to be further developed and prepared by the SAA in whose care the child is to be transferred after the authorization of the CWC. The detailed guidelines and financial provisions for Cradle Baby Reception Centre are laid down at **Annexure -III**.

### **3.4 After-care programme**

The Juvenile Justice (Care and Protection of Children) Act 2000 provides for institutional care for juveniles in conflict with law and children in need of care and protection up to the age of 18 years. However, most of the children in care have nowhere to go once they reach the age of 18 and are discharged from their institutions. In addition, as empirically observed, institutional life does not prepare children well for life outside an institution. They are unable to sustain themselves and are easily affected by negative influences. There is a need to prepare these children to sustain themselves during the transition from institutional to independent life. The District Child Protection Society shall be responsible for developing an After-care programme. Based on the case to case basis, a JJB/CWC can order placement of a juvenile/child in the after-care programme. The JJB/CWC shall mark a copy of the order to the DCPS for arranging after-care for the juvenile/child as per the guidelines laid down in **Annexure -III**.

## **4. Institutional services**

As provided by the Juvenile Justice (Care and Protection of Children) Act 2000, the scheme shall support the creation of new institutional facilities and maintenance of existing institutional facilities for both children in conflict with law and children in need of care and protection. For each child in institutional care, an individual care plan shall be developed by the concerned agency in consultation with the DCPS within a month. Once agreed upon by the DCPS, the individual care plan shall be forwarded within a fortnight for approval to the CWC/JJB. The concerned agency shall report to the DCPS on the execution of the individual child care plan within six months of the care plan being approved by the CWC/JJB. The individual care plan shall be reviewed every six months.

While setting up the institutions, prescribed standards of care for children in institutions shall be adhered to. Financial details for setting up and maintaining institutions under the scheme are given in **Annexure - IV**.

### **4.1 Shelter Homes**

While a large number of urban marginalized children are in need of day care services, there are many others who require residential care for a temporary period for one or more reasons. These include children without parental care, run away children, migrant children, etc. The Juvenile Justice (Care and Protection of Children) Act 2000 empowers State Governments to recognize reputed and competent voluntary organizations, who cater to the needs of such children. The State Government shall provide financial assistance to set up and administer Shelter Homes for such children. These Shelter Homes shall offer day and night shelter facilities to the children in need of support services for

<sup>5</sup> [Missing: Mapping the Adverse Child Sex Ratio in India](http://www.unfpa.org/news/news.cfm?ID=388), UNFPA, <http://www.unfpa.org/news/news.cfm?ID=388>

a temporary period, while efforts are made to rehabilitate them. In order to facilitate and expedite the setting up of Shelter Homes in every district or group of districts, the scheme shall provide financial support to the State Governments and Union Territories.

#### **4.2 Children's Homes**

A large number of children in need of care and protection who enter the juvenile justice system through the Child Welfare Committees (CWCs) are in need of residential care and protection during the pendency of any inquiry and subsequently for their long-term care, treatment, education, training, development and rehabilitation. The Juvenile Justice (Care and Protection of Children) Act 2000 empowers the State Government either by itself or in collaboration with voluntary organizations to set up Children's Homes in every district or group of districts for the reception and residential care of such children. These homes shall serve as a home away from home and provide comprehensive child care facilities to children for ensuring their all-round development. They shall work towards enhancing the capabilities and skills of children and work with their families with the view of facilitating their reintegration and rehabilitation into mainstream society.

#### **4.3 Observation Homes**

Children in conflict with law who enter the juvenile justice system through the Juvenile Justice Boards (JJBs) are in need of adequate residential care and protection during the pendency of any inquiry regarding them under the Juvenile Justice (Care and Protection of Children) Act 2000. The Act empowers the State Governments to establish and maintain either by itself or under an agreement with voluntary organizations, observation homes in every district or group of districts for their temporary reception. In order to facilitate and expedite setting up of Observation Homes in every district or group of districts, the scheme shall provide financial support to the State Governments and Union Territory Administrations.

#### **4.4 Special Homes**

Children in conflict with the law committed by the Juvenile Justice Boards (JJBs) for long term rehabilitation and protection require institutional services. The State Governments are empowered to establish and maintain either by itself or under an agreement with voluntary organisations, special homes in every district or group of districts for the reception and rehabilitation of juveniles in conflict with law.

In order to facilitate and expedite setting up of Special Homes in every district or group of districts, the scheme shall provide financial support to the State Governments and Union Territory Administrations.

#### **4.5 Specialised services for children with special needs**

A significant number of children affected by HIV and AIDS and substance abuse, as well as mentally or physically challenged children are in need of long term care because of abandonment, death of one or both parents or inability of parents to care for them. Such children are especially vulnerable as they are least likely to have family care alternatives and hence require specialized institutional care and treatment including medical, nutritional, and psychological support.

The growing epidemic of HIV and AIDS in India has affected the lives of children in many ways. Infected children (those who are HIV+) are often in need of long term special care to fight the disease. Many affected children--those who either live with a family member suffering from AIDS, or have lost their parents and/or other family members to AIDS, need assistance and support because of their family circumstances. Similarly, there is a large number of children in difficult circumstances in India, because of substance abuse, including children who are either drug addicts themselves or are affected



because their parents or other family members are drug addicts. Some children are used by drug traffickers as carriers of drugs and they often slowly fall into the trap of substance abuse, often leading to delinquent behaviour. It has also been observed that poverty and lack of social security and medical services tend to cause parents to abandon children with physical and mental disability. Such children are also in need of specialized care and services to meet their health, nutrition, educational, etc. needs and emotional well being.

The scheme shall provide an additional component to institutions having children with special needs and shall provide flexibility to the State Government to either integrate the programme for children with special needs in its existing institutions or support setting up of specialized homes for such children. The primary focus however shall be on integrating services for children with special needs in existing homes. A separate home for such children shall only be set up in a situation where there are a large number of children with special needs in a district or group of districts.

### **5. General grant-in-aid for need based/ innovative interventions**

While an attempt has been made to incorporate all major interventions/services for all children in difficult circumstance into the ICPS, the Ministry recognizes the importance of supporting need-based/innovative intervention programmes. Such programmes shall depend on the specific needs of a district/city and may be initiated as pilot projects: for example, special programmes for children of prisoners, children of sex workers, etc. This component can also be used for post disaster rehabilitation work. The scheme shall provide flexibility to the State Governments to initiate innovative projects on issues/risks/vulnerabilities, which are not covered by the existing programs of this scheme. The State Child Protection Society shall have a general grant-in-aid fund under which such projects can be supported.

## **II. STATUTORY SUPPORT SERVICES**

### **1. Child Welfare Committees (CWCs):**

The Juvenile Justice (Care and Protection of Children) Amendment Act, 2006 recently passed by both houses of Parliament makes it mandatory to establish one Child Welfare Committee in each district as the final authority to dispose of cases for the care, protection, treatment, development and rehabilitation of children in need of care & protection and to provide for their basic needs and protection of human rights.

To facilitate the setting up of CWC's in every district and to ensure their effective functioning, the scheme shall provide adequate infrastructure and financial support to the State Governments and UT Administrations. A detailed guideline for setting up of Child Welfare Committees is given in **Annexure - V**.

### **2. Juvenile Justice Boards (JJBs)**

The Juvenile Justice (Care and Protection of Children) Amendment Act, 2006 makes it mandatory to have one Juvenile Justice Board in each district to deal with matters relating to juveniles in conflict with law. To facilitate setting up of a JJB in each district and to ensure their effective functioning, the scheme shall provide adequate infrastructure and financial support to State Governments and UT Administrations. A detailed guideline for setting up of Juvenile Justice Boards is given in **Annexure - VI**.

### **3. Special Juvenile Police Units (SJPU)**

The Juvenile Justice Act 2000 provides for setting up Special Juvenile Police Units in every district and city to coordinate and upgrade the police interface with children. All the police officers, designated as juvenile/child welfare officers in the district or city, are members of the SJPU.

As a statutory requirement, the ICPS shall provide for two paid social workers in each SJPU for supporting the unit. The District Child Protection Society shall appoint these social workers and depute their services to the SJPU as and when necessary. Of the two Social Workers, at least one should be a woman and another having expertise in child protection. The salary of these two social workers will be provided under the DCPS budget head.

### **III. OTHER ACTIVITIES**

#### **1. Human resource development for strengthening counselling services**

Counselling for children and families at risk is an integral component of the ICPS. Acknowledging the lack of such a cadre, the ICPS envisages development of a cadre of counsellors to provide professional counselling services under various components of the scheme.

National Institute of Public Cooperation and Child Development (NIPCCD) and its four regional centers shall initiate professional counselling courses, by themselves and through the aegis of schools of social work, departments of social science, etc. Such courses shall be accredited through a relevant institution/body.

#### **2. Training and capacity building**

There is an acute shortage of professionally trained manpower to provide comprehensive services to children in difficult circumstances. Training is required for (a) new recruits under the ICPS; (b) existing manpower that need capacity enhancement and sensitization. Training and capacity building of all personnel involved in the child protection sector throughout the country including those working under the ICPS shall be taken up on priority basis. Such personnel need to be trained and groomed to join the child protection workforce to provide child friendly services at all levels. In order to meet these challenges, the ICPS will adopt the following strategies:

**2.1 Role of NIPCCD:** NIPCCD shall have the nodal responsibility for training and capacity building at national and regional levels. ICPS proposes to set up a Child Protection Section within NIPCCD at the national level and in all its four Regional Centers to facilitate implementation of all child protection training and capacity building activities. NIPCCD shall ensure:

- (i) Development of training modules and course curricula
- (ii) Conducting training of trainers
- (iii) Conducting regional level training and sharing of best practices
- (iv) Linkage with universities and educational institutions

Strong networking and coordination shall be developed with National Commission for Protection of Child Rights, National Institute of Social Defence (NISD), National Institute of Mental Health and Neuro Sciences (NIMHANS), Judicial Academies, Police Training Schools and Administrative Institutions/Academies, Childline India Foundation and recognized schools/institutes of social work, law and other relevant experts. This would ensure that child rights and child protection issues become part of the course curricula and receive the utmost priority in planning and implementation.

**2.2 Role of SCPS:** At the State/UT level, the nodal responsibility of training and capacity building shall be with the training section of the SCPS, which will be responsible for developing a training master plan for the State/UT with the help of all its DCPSs. The SCPS shall identify a pool of expert organizations/institutions/academies/universities/school of social work and individuals with

specialization in the field of child rights and protection to facilitate training courses at state and district levels. The SCPS shall also identify personnel working under ICPS and arrange for them to be trained as Master Trainers on the relevant subjects with the help of NIPCCD and its Regional Centers.

SCPS will establish linkages with universities and educational institutions for formulating new courses on Child Rights and Protection issues and developing a cadre of professionally equipped manpower to deal with children. The SCPS shall work with Universities and Educational Institutions for formulating new courses on counselling and other specialized child protection issues for building a cadre of professionally equipped manpower to work for the child protection sector in the country.

The scheme shall provide bulk grant to State Child Protection Societies and State Adoption Resource Agencies for implementing training and capacity building programmes.

### **3. Strengthening the knowledge-base**

The creation of a protective environment for children requires strong knowledge base of information for developing informed and strategic responses. Lack of data adversely affects planning, the provision of appropriate services and allocation of resources. Under the ICPS following specific measures shall be developed and strengthened:

**3.1 Research and documentation:** In order to develop effective intervention strategies and implement child protection programmes to reach every child, there is a strong need for availability of comprehensive information base and documentation of best practices. The scheme would facilitate carrying out comprehensive studies to assess the causes, nature and extent of specific child protection issues like trafficking and commercial sexual exploitation of children; violence against children; children in conflict with the law, child marriage, infanticide/feticide, children in urban situations and any other area.

The scheme would also support research in areas of potential or new threats to child protection to build knowledge, evidence and integrate the learning into policies and programmes. These would include issues related to livelihood and security, migration, internal displacement, child abuse and exploitation, child pornography and other emerging issues and their relationship to child rights.

NIPCCD and its regional centers shall have provisions for carrying out research and documentation at national and regional levels, either by themselves or by sub-contracting qualified individuals and/or agencies. The scheme shall make required budgetary provisions under the proposed financial support and structures for strengthening NIPCCD and its regional centers. In addition, SCPSs and SARAs shall also have adequate budgetary provisions for supporting such activities at State and District levels.

### **3.2 Child Tracking System**

The Ministry of Women and Child Development recognizes that at present there is acute shortage of data and information pertaining to issues related to child protection. Due to this gap, there is no comprehension about the dimension of the problem i.e. number of children requiring support and the kind of services they are in need of.

In order to bridge this gap, the Ministry of WCD, under the ICPS, will develop an effective system for child protection data management and reporting as well as a tool for monitoring the implementation of all its child protection schemes. This is to be achieved by developing a web-enabled data management system on child protection by creating a resource base for child protection issues. It is also planned to develop a nationwide website for tracking missing children and their ultimate repatriation and rehabilitation.

This is a complex and intensive activity demanding a lot of time and resources, and would therefore be gradually developed and expanded to the entire country. The Child Tracking System will be setup by the Central Project Support Unit (CPSU) under the ICPS. The CPSU will develop uniform data entry mechanisms and unified procedures for enabling centralized coordination through effective use of web-enabled software that will be developed for the purpose. At the State level SPSU and SCPS with support of DCPS will set up and manage this child tracking system.

The Child Tracking System will have two components:

### ***3.2.1 Web-enabled Child Protection Management Information System (MIS)***

The DCPSs are responsible for carrying out an exercise to map all services available to children in difficult circumstances and vulnerable children and their families in a district. This would include for example, location and contact details of all police stations, child care institutions, hospitals, primary health care (PHC) systems, paediatricians, members of CWCs and JJBs, CHILDLINE services, etc. The DCPS shall also maintain a database of all children in institutional care and non-institutional care at the district level. In order to facilitate the work performed by DCPSs in development and management of the above database, the scheme shall support establishing a Data Management System. The ultimate goal is to develop a comprehensive, integrated, live database for children in care and in need of care in India. This is a complex and intensive activity demanding a lot of time and resources, and would therefore be gradually developed and expanded to the entire country. Initially, this would be a pilot initiative of the ICPS in selected states.

### ***3.2.2 Website for missing children***

There are large numbers of children who either run away or are missing for various reasons. There is a need to create a systematic and centralized mechanism for tracking such children to facilitate their recovery and rehabilitation. The ICPS envisages setting up of a National Website on Missing Children with linkages to SCPSs and DCPSs. The website shall form a part of the child protection data management system.

## **4. Advocacy, public education and communication**

Every day thousands of children become victims of neglect, abuse and exploitation in the country. Certain child abusive practices are supported or accepted by society in the name of tradition and culture: child marriage, child labour, female foeticide/infanticide, gender bias among others. Very often mere formulation of legislations and policies are not enough to change mind-sets. What is required is a concerted all round effort to raise public awareness, point out the ill effects and gradually bring about social transformation. Further, it is an acknowledged fact that awareness about child protection issues is almost negligible in the country. Even the understanding of the terms 'Child Rights' and 'Child Protection' is low. The role of advocacy, public education and communication is all about changing mind-sets at all levels.

There are various schemes/programmes being implemented by Government of India and State Governments on child protection. However, the awareness about such programmes is generally poor and therefore people are not able to avail services under those programmes. People are not even aware about the competent authorities in their States/districts responsible for providing care and protection to children in difficult circumstances. For example, the lack of awareness about adoption programme amongst childless parents works as a barrier to promotion of child adoption.

The Ministry of Women and Child Development shall develop an effective communication and public education strategy for child rights and protection in partnership with other ministries, and national/ and international organizations working in this sector. The communication strategy shall utilize all means of mass media including television, newspapers, periodicals, magazines, hoardings, bus panels,

cinema halls, radio, street plays, discussion forums, etc. The communication strategy shall also include printing and dissemination of Information, Education and Communication (IEC) materials and hold consultations and advocacy workshops with members of allied systems, communities and local bodies.

At State and District levels, the SCPS, SARA and DCPS shall be responsible for advocacy and communication relating to all issues pertaining to child protection. The scheme shall provide for necessary financial allocation to SCPS, SARA and DCPS for such purpose under their overall budgetary provisions.

## 5. Monitoring

Monitoring shall be carried out at district, state and national levels. At each level, a standardized format and a minimum set of input, output and outcome indicators for evidence based monitoring shall be established. Monitoring system shall be supported by an automated management information system. The information collected through the assessment of institutions set up under the Juvenile Justice (Care and Protection of Children) Act 2000 and its Amendment Act, 2006 across the country would serve as the baseline for developing this management information system. Initially, the DCPS shall collect, upgrade and maintain disaggregated database manually and would initiate such efforts within one month of being established. The State level database shall be maintained at SCPS on the basis of inputs from the DCPSs. The district and state-wise database would gradually be developed into a web enabled management information system on child protection by the end of Eleventh Plan.

**5.1 Monitoring at District level:** The Chairperson Zila Parishad and District Magistrate, assisted by District Child Protection Committee (DCPC), shall supervise the activities of the DCPS as well as the overall implementation of the ICPS. Such a Committee under the Chairpersonship and Co-chairpersonship of the Chairperson Zila Parishad and District Magistrate respectively shall include members from the allied government departments like health, education, labour, housing, judiciary, home, railways; members of local bodies like PRIs, ULBs; and members of voluntary organizations and civil society. The DCPC shall monitor the implementation of ICPS on the basis of district-specific indicators, which will be developed in the process of implementation of the scheme.

**5.2 Monitoring at State level:** The State Secretary, Women and Child Development shall supervise the implementation of ICPS with the help of the State Child Protection Committee (SCPC). Such a Committee under the Chairpersonship of the State Secretary shall include members from the allied government departments like health, education, labour, housing, judiciary, home, railways and members of the local bodies like PRIs, ULBs, voluntary organizations and members of the civil society. The SCPC shall monitor the implementation of ICPS on the basis of the state specific indicators, which will be developed in the process of implementation of the scheme.

The Chief Secretary of the concerned State/UT shall conduct an annual review and evaluation of the implementation of the ICPS at State level. The Ministry of Women and Child Development shall develop set of guidelines for annual review of the implementation of the scheme on the basis of which the annual review will be carried out and report sent to the Government of India.

**5.3 Monitoring at Central level:** The Ministry of Women and Child Development shall monitor and supervise the implementation of the ICPS at national level by:

- a) Holding an annual review meeting of State Secretaries;
- b) Closely monitoring the level of implementation in the States by holding quarterly review meetings in the States;
- c) Providing technical support for effective implementation of the scheme;
- d) Instituting national level awards to encourage excellence in service delivery.

The monitoring system should at a minimum enable monitoring of the following aspects of the ICPS:

? **System set-up and infrastructure:**

The objective is to provide information on the network of child protection service providers, both statutory as well as care and rehabilitation services. All information pertaining to the child protection service delivery structures including institutions, JJBs, CWCs, SJPU, Advisory Boards, Selection Committees, DCPC, etc. in a district shall be recorded in the DCPS data base (including DCPS itself). The DCPS shall collect the information within one month of the establishment of such structures. The information shall include name and type of the institution, address, legal status, responsible person, details on physical space (facility) and equipment, license status, staff (number and by education, qualification/job assignment and gender), budget (by sources of financing and expenditure categories), type of services provided, beneficiaries, etc. This will enable accurate information on the network of institutions, services provided, human resources, financial resources and beneficiaries.

? **Demand for services (demographic and socio-economic situations)**

Regularly updated data on children in care and on children and families assessed as vulnerable to issues that would require child protection services.

? **Service delivery**

The objective is to provide accurate information on target groups, as well as on services provided. For each child in care (or a child receiving any type of services) detailed information, including individual care plan (whenever applicable) will be kept by the service provider; this information will be filed with the DCPS and regularly updated. The child's file should include information on her/his identity, birth, parents and close relatives, address, education status, case/situation description, case history, evaluation/assessment, decision made by CWC/JJB and services provided.

? **System performance: results**

For each district/state and India as a whole, a set of measurable child protection indicators to whose accomplishment the ICPS will be key contributor, will be developed. The ICPS performance will be then monitored against these indicators. For example, a 50% increase in in-country adoption is such an indicator. Further system performance indicators relating to the quality of services will be developed, through a consultative process, during the process of implementation of the scheme.

Using the above information, Districts, States and the Central Government will have accurate and updated information on situation of children, demand for and supply of child protection services and the child protection system performance.

## **6. Evaluation**

Since ICPS is a new scheme and will be implemented in a phased manner, a mid-term evaluation of the scheme shall be conducted at the end of the second year of the implementation to evaluate effectiveness and suggest course correction. This will be followed by a final evaluation at the end of the Eleventh Five Year Plan. The Ministry of Women and Child Development will have these evaluations conducted by an independent agency.

## Chapter- IV

### SERVICE DELIVERY STRUCTURE

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In order to ensure effective service delivery the ICPS will be implemented in Mission Mode and will set up State and District Child Protection Societies as the fundamental units at State and District levels for the implementation of the scheme. State Adoption Resource Agency (SARA) shall function as a unit under the State Child Protection Society. These Societies will be registered under the Societies Registration Act, 1860 and would function under the overall supervision and control of the State Governments/UT Administrations. The Ministry of Women and Child Development will formulate the detailed guidelines along with the bye laws for setting up these societies at the district and state levels.

#### 1. District level

##### 1.1 District Child Protection Society (DCPS):

ICPS envisages setting up a **District Child Protection Society** in each district as a fundamental unit for the implementation of the scheme.

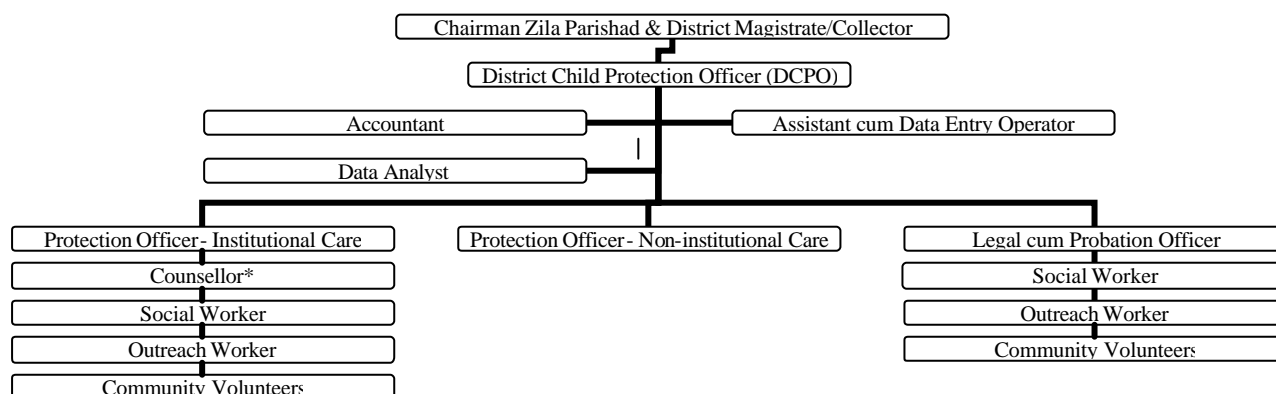
##### Functions of District Child Protection Society (DCPS):

The DCPS shall coordinate and implement all child rights and protection activities at district level. The specific functions of the DCPS shall include:

- (i) Contribute to effective implementation of child protection legislations, schemes and achievement of child protection goals laid out in the National Plan of Action for Children 2005. In doing so, the DCPS will follow national and state priorities, rules and guidelines.
- (ii) Ensure that for each child in need of care there is an individual care plan and that the plan is regularly reviewed. Monitor the implementation of the plan.
- (iii) Identify families at risk and children in need of care and protection through effective networking and linkages with the ICDS functionaries, Specialized Adoption Agencies (SAA), NGOs dealing with child protection issues and local bodies, viz. PRIs and Urban Local Bodies, etc.;
- (iv) Assess the number of children in difficult circumstances and create district-specific databases to monitor trends and patterns of children in difficult circumstances;
- (v) Map all child related service providers and services at district for creating a resource directory;
- (vi) Identify and support credible voluntary organizations to implement programme components of the ICPS;
- (vii) Support implementation of family based non-institutional services including sponsorship, foster care, adoption and after care;
- (viii) Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006 at district/city levels by supporting creation of adequate infrastructure, viz. setting up JJBs, CWCs, SJPU in each districts and homes in a cluster of districts as required;
- (ix) Ensure setting up of District, Block and Village level Child Protection Committees for effective implementation of programmes, as well as discharge of its functions;
- (x) Facilitate transfer of children at all levels for either restoration to their families or placing the child in long or short-term rehabilitation through sponsorship, kinship care, in country adoption, foster care, inter-country adoption and placement in institutions;
- (xi) Facilitate effective implementation of other legislations for child protection in the district, viz. Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; Child Marriage and Restraint Act 1979 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic

- Techniques (Prohibition of Sex Selection) Act 1994, etc. and any other Act that comes into force for protecting child rights;
- (xii) Network and coordinate with all government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Education, Social Welfare, Urban Basic Services, Backward Classes & Minorities, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;
  - (xiii) Network and coordinate with voluntary and civil society organizations working in the field of child rights and protection;
  - (xiv) Develop parameters and tools for effective monitoring and supervision of ICPS in the district;
  - (xv) Supervise and monitor all institutions/agencies providing residential facilities to children in district;
  - (xvi) Train and build capacity of all personnel (Government and Non-government) working under child protection system to provide effective services to children;
  - (xvii) Encourage voluntary youth participation in child protection programmes at district, block and community levels;
  - (xviii) Organize quarterly meeting with all stakeholders at district level including CHILDLINE, SAA, superintendents of homes, NGOs and members of public to review the progress and achievement of child protection activities;
  - (xix) Liaison with the SCPS, SARAs and DCPSs of other districts;
  - (xx) Provide secretarial support to the DCPC;
  - (xxi) Maintain a database of all children in institutional care and non-institutional care at the district level. This Data Management System will ultimately develop into a comprehensive, integrated, live database for children in care and in need of care in the country.

### 1.2 Structure of District Child Protection Society (DCPS)



\* Counsellor will also report to the Legal cum Probation Officer and will be responsible for providing counselling support to all children and families coming in contact with the DCPS.

**Note:** All the staff members to the society shall be engaged on contractual basis. The scheme shall allow the flexibility to increase the number of staff on the basis of the geographical spread and population of the State.

Detailed guidelines for setting up District Child Protection Societies along with financial support to be provided by the Central Government under this scheme are given at **Annexure -VII**.

**1.3 District Child Protection Committee (DCPC):** Every district shall have a District Child Protection Committee (DCPC) under the Chairpersonship of the Chairperson, Zila Parishad to monitor the implementation of ICPS. The District Magistrate will be the Co-Chairperson of the DCPC. Details of DCPC functioning are given under the Monitoring and Evaluation Section of the Scheme.



**1.4 Sponsorship and Foster Care Approval Committee (SFCAC):** Every district shall have a Sponsorship and Foster Care Approval Committee (SFCAC) to review and sanction sponsorship (for preventive settings only) and foster care fund. The SFCAC shall meet every month and total time taken to dispose of a case shall not exceed three months from the date of the receipt of the application. The composition of SFCAC is given at **Annexure -III**.

**1.5 Block Level Child Protection Committee:** Every block (ward in a city) shall have a Child Protection Committee under the Chairpersonship of the block/ward level elected representative (Head of the Block Committee) with the Block Development Officers (BDOs) as the Member Secretary to recommend and monitor the implementation of child protection services at block level. The committee could include a member of the DCPS, one ICDS functionary, representatives of education and health departments, Chairpersons of the Village Level Child Protection Committees as well as respected community members and civil society representatives.

**1.6 Village Level Child Protection Committee:** Every village shall have a Child Protection Committee under the Chairpersonship of the village level elected representative (Head of the Gram Panchayat) to recommend and monitor the implementation of child protection services at the village level. The committee shall include two child representatives, a member of the DCPS, anganwadi workers, school teachers, auxiliary nurse midwives, as well as respected village members and civil society representatives.

## **2. State level**

### **2.1 State Child Protection Society (SCPS):**

ICPS visualizes setting up of **State Child Protection Society** in every State/UT as the fundamental unit for the implementation of the scheme.

#### Functions of SCPS:

The specific functions of the State Child Protection Society shall include:

- (i) Contribute to the effective implementation of child protection legislation, schemes and achievement of child protection goals laid out in the National Plan of Action for Children 2005. In doing so, the SCPS will follow national and state priorities, rules and guidelines.
- (ii) Implementation, supervision and monitoring of ICPS and all other child protection scheme/programmes and agencies/institutions at State/UT level;
- (iii) Set up, support and monitor performance of District Child Protection Societies and ensure proper flow and utilization of funds to the districts through ICPS and other grant-in-aid schemes;
- (iv) Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
- (v) Ensure effective implementation of other legislations and policies for child protection in the State viz. Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; Child Marriage and Restraint Act 1979 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994 etc. and any other Act that comes into force for protecting child rights;
- (vi) Network and coordinate with all government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Education, Social Welfare, Urban Basic Services, Backward Classes & Minorities, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;
- (vii) Network and coordinate with voluntary and civil organizations working in the field of child rights and protection;
- (viii) Carry out need-based research and documentation activities at state-level for assessing the number of children in difficult circumstances and creating State-specific databases to monitor trends and patterns;

- (ix) Training and capacity building of all personnel (Government and Non-government) working under child protection system;
- (x) Quarterly Progress report to the Ministry of Women and Child Development, Government of India on programme implementation and fund utilization;
- (xi) Liaisoning with the Ministry of Women and Child Development, Government of India and State Child Protection Societies of other States/UTs;
- (xii) Provide secretarial support to the State Child Protection Committee (SCPC).
- (xiii) Maintain a state level database of all children in institutional care and family based non-institutional care and update it on a quarterly basis.

Detailed guidelines for setting up State Child Protection Societies along with financial support to be provided by the Central Government under this scheme are given at **Annexure -VII**.

## **2.2 State Adoption Resource Agency (SARA):**

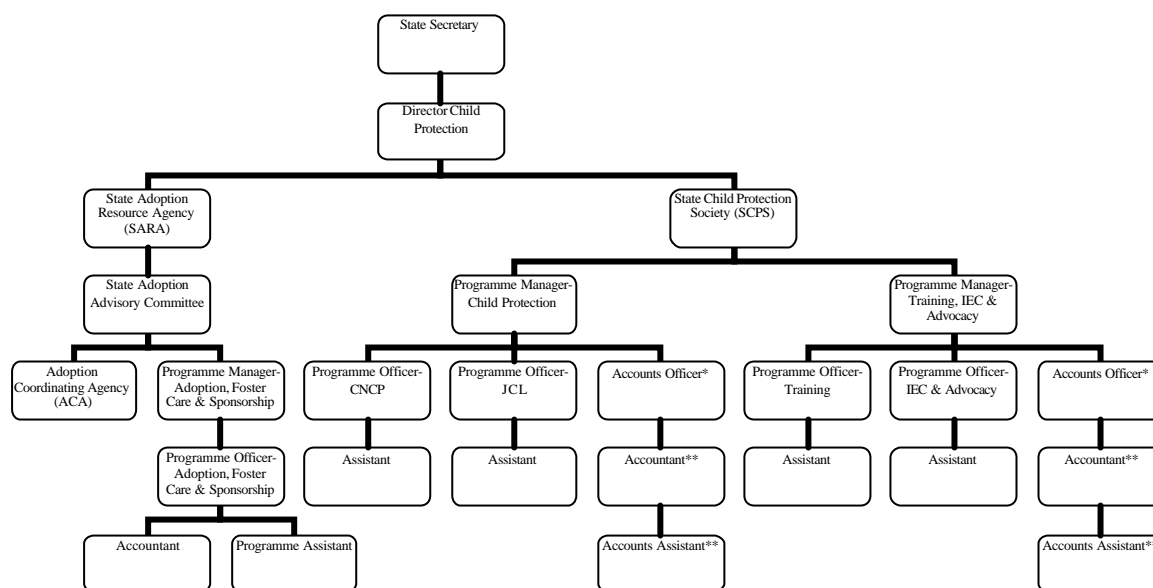
In order to support CARA in promoting in-country adoption and regulating inter-country adoption, ICPS shall support setting up of a State Adoption Resource Agency in every State/UT. Such SARA, set up as a unit under the State Child Protection Society, will coordinate, monitor and develop the work of adoption and render secretarial and administrative assistance to the State Adoption Advisory Committee.

SARA shall liaison with DCPS at District levels and provide technical support to the Child Welfare Committees in carrying out the process of rehabilitation and social reintegration of all children through sponsorship, foster-care, in-country and inter-country adoption. The specific roles and responsibilities of SARA shall include:

- (i) Function as the State level Resource Centre to coordinate, monitor and develop the adoption programme in the State;
- (ii) Facilitate the setting up of ACAs where they do not exist and recommend to CARA for recognition;
- (iii) Facilitate the setting up of SAAs, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
- (iv) Ensure that all adoptions/permanent placements of children are done in accordance with the Laws & Guidelines of the Supreme Court of India and Government of India;
- (v) Promote in-country and regulate inter-country adoptions in coordination with CARA;
- (vi) Maintain a centralized (state-specific) web-based database of adoptable children with the help of District Child Protection Societies and ACAs as a part of the child tracking system;
- (vii) Maintain a centralized (state-specific) web-based database of prospective adoptive parents with the help of District Child Protection Societies and ACAs;
- (viii) Supervise the work of ACAs and SAAs and ensure coordination between them within State;
- (ix) Ensure that all PAPs are registered at DCPS/ SAA/ ACA/ SARA;
- (x) Provide comprehensive adoption data to CARA on monthly basis;
- (xi) Ensure sensitization of all agencies and allied systems;
- (xii) Enhance capacity of those working in the adoption system;
- (xiii) Take necessary punitive action when malpractices occur in the adoption programme whether by licensed /recognized adoption agencies or by unlicensed individuals or organizations;
- (xiv) Advocacy and awareness for promoting adoptions in the State;
- (xv) Develop and disseminate IEC materials.

Detailed guidelines for setting up SARA along with financial support to be provided by the Central Government under this scheme are given at **Annexure -VIII**.

### 2.3 Structure of State Child Protection Societies and State Adoption Resource Agency



\*Same person, one Accounts Officer for the State Child Protection Society.

\*\* Same person, one Accountant and One Accounts Asst. for the State Child Protection Society.

**Note:**

- (i) Except State Secretary and Director dealing with child related services all other staff members to the society shall be engaged on contractual basis. The scheme shall allow the flexibility to increase the number of staff on the basis of the geographical spread and population of the State.
- (ii) At District level the State Adoption Resource Agency shall coordinate with the DCPO and Protection Officer
- (iii) Programme Manager (Training, IEC & Advocacy) shall be responsible for training and capacity building of all personnel including those working in Adoption System
- (iv) While selecting the contractual staff in SARA and member for the State Adoption Advisory Committee, preference would be given to the members/ functionaries of existing Adoption Coordinating Agencies (ACAs)

**2.4 State Child Protection Committee (SCPC):** Every State/UT shall have a State Child Protection Committee (SCPC) under the Chairpersonship of the State Secretary dealing with ICPS to monitor the implementation. Details are given under the Monitoring and Evaluation Section of the Scheme.

**2.5 State Adoption Advisory Committee:** In order to promote, implement, supervise and monitor the family based non-institutional programmes including sponsorship, foster care in-country and inter-country adoption at State level, a State Adoption Advisory Committee shall be constituted at every State/UT. The Adoption Advisory Committee will meet quarterly to discuss child welfare measures and ways and means to promote in-country adoption of children. Minutes of every meeting shall be sent to CARA. The tenure of such committee will be three years.

**2.6 The composition of this committee shall be as under:**

Sl. No.	Members	No.	Designation
1.	Secretary, Women & Child Development or the Administrative Department for Adoption Programme	1	Chairman
2.	Director, Women & Child Development or the concerned Directorate for Adoption Programme.	1	Member Secretary

3.	Representative of State Health Department	1	Member
4.	Representative of CARA on invitation	1	Member
5.	Programme Manager, SARA	1	Member
6.	Chairperson/Representatives of Adoption Coordinating Agencies	1	Member
7.	Representatives of SAA by rotation	2	Member
8.	Expert in the field of Child Rights and Child Protection	1	Member
9.	Legal Expert	1	Member
10.	Representative of CHILDLINE	1	Member

The Clearance Certificate (CC) stating that all efforts to find a suitable Indian family for the child within the time frame have failed, and hence the child is released for inter-country adoption, shall be co-signed by the Director concerned (DWCD/Social Welfare) and the Chairperson of ACA. However, in absence of the Director, the Programme Manager, SARA shall be empowered to be the co-signatory on the Clearance Certificate.

### 3. Regional Level

#### 3.1 Child Protection Division in the four Regional Centres of National Institute of Public Cooperation and Child Development (NIPCCD)

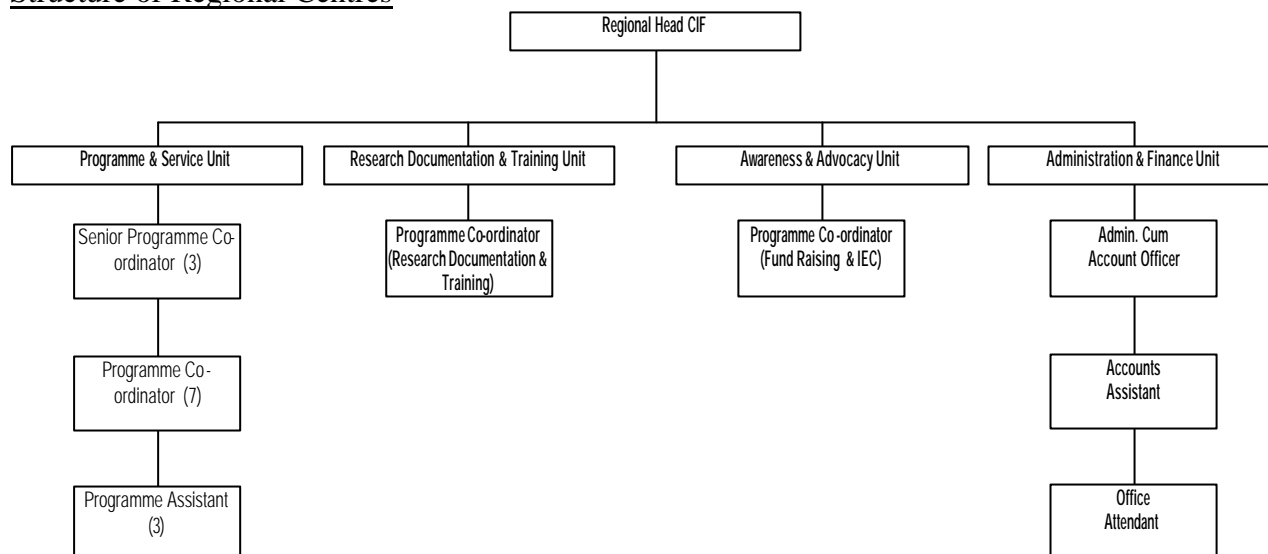
In order to facilitate training, capacity building, research and documentation and data management on Child Protection at regional levels, ICPS shall support the creation of Child Protection Division within the existing four Regional Centres of NIPCCD at Bangalore, Guwahati, Indore and Lucknow respectively. The programmes and activities of the Regional Centres along with the financial allocation are given at **Annexure-IX**.

#### 3.2 Four Regional Centres of Childline India Foundation (CIF)

In the Eleventh Five Year Plan, the Ministry of Women and Child Development has proposed the expansion of the Childline service in the country and has visualized setting up a Childline service in each district/city of the country by the end of the plan period. . In order to achieve this vision, there is a need to strengthen, not only the headquarters of the CIF in Mumbai to take up the nodal responsibility, but also expand CIF at regional levels to facilitate easy coordination, implementation and supervision of the Childline service. Under the ICPS, the Ministry would support the setting up four Regional Centres of CIF at Delhi, Kolkata, Mumbai and Chennai for Northern, Eastern, Western and Southern Regions respectively. These centers would report to the CIF Headquarters at Mumbai and broadly carry out following roles and responsibilities:

- (i) Expand the Childline services to all districts in the states covered by each region
- (ii) Monitor the Childline service in all districts in the states covered by each region
- (iii) Undertake advocacy, training and research on child protection issues in the region

Structure of Regional Centres



In order to support the setting up and functioning of the four our Regional Centres of CIF for supporting its headquarters in with the responsibility of expansion and monitoring of Childline services in all the districts/cities of the country, the scheme shall provide financial support as per the detailed guideline given at **Annexure -X**.

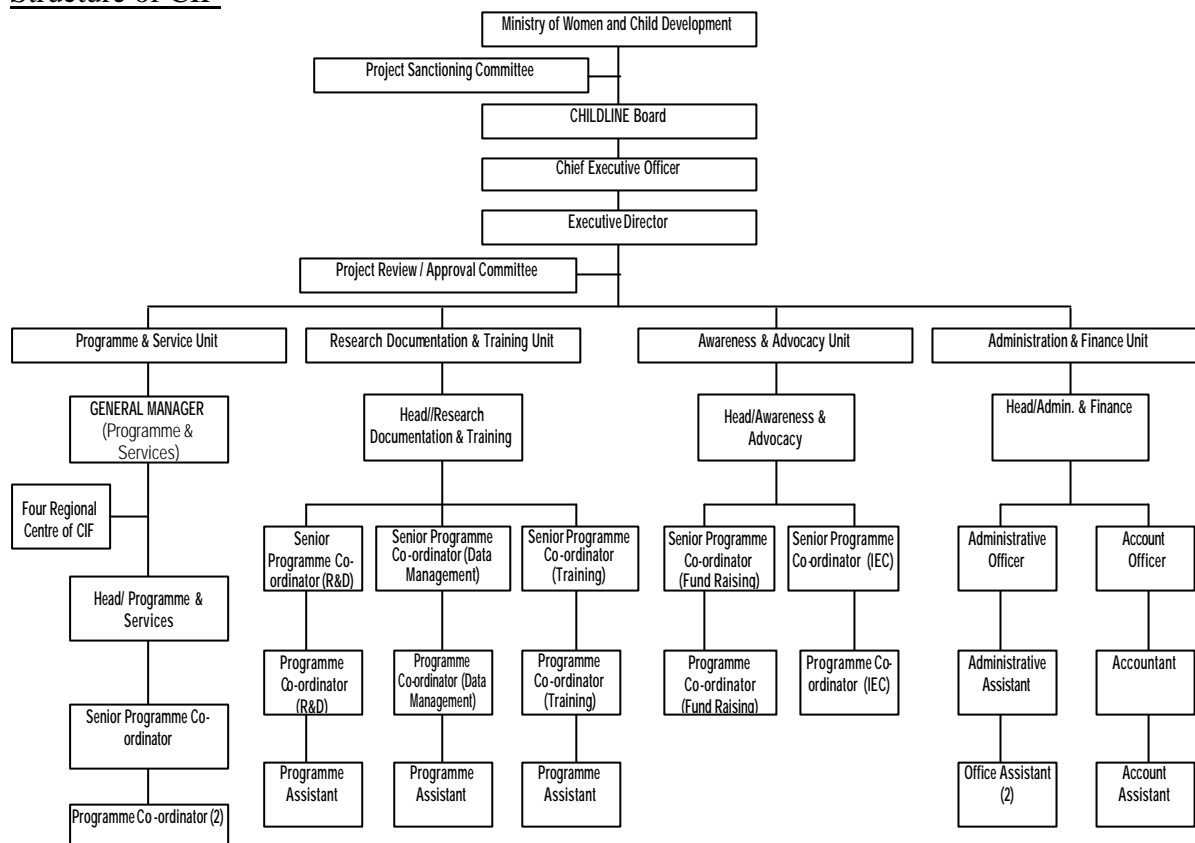
**4. National Level**

**4.1 Childline India Foundation- Headquarters**

The Childline India Foundation is a voluntary organisation established by the Government of India in 1999 as the nodal agency for the Childline service to initiate and monitor the performance of Childline service in cities and districts and to conduct training/sensitization, research and advocacy at the national level on child protection issues.

Under the ICPS, CIF shall be given the status of a “Mother NGO” for running Childline Service in the country. The Ministry of Women and Child Development shall provide a bulk grant to CIF every year in two instalments of 50% each, which shall be released to the partner NGOs of Childline network. The Scheme shall strengthen the capacity of CIF by launching four Regional Centres in the country, besides supporting CIF’s Headquarters in Mumbai.

Structure of CIF



**Note:** Short-term Consultancy for Fundraising, IEC, Training, Research, Advocacy and Communication, etc. can be given to individuals by CIF. The Ministry of Women and Child Development would make a lump sum amount available to CIF for this purpose under the scheme.

In order to support CIF in carrying out the nodal responsibility of expansion and monitoring of Childline services in the country, the Scheme shall provide financial support as per the detailed guideline given at **Annexure -X**.

**4.2 Child Protection Division in the National Institute of Public Cooperation and Child Development (NIPCCD)**

In view of the transfer of all Child Protection Schemes from the Ministry of Social Justice & Empowerment to the Ministry of Women and Child Development (MWCD), the training and capacity building of functionaries working in the child protection sector and research and documentation pertaining to the subject has come under the purview of the MWCD by the virtue of it being the nodal Ministry for the care and protection of children.

Prior to the transfer of the subject to the MWCD, the National Institute of Social Defence (NISD), an autonomous organisation under the Ministry of Social Justice & Empowerment, was responsible for carrying out all child protection training and research activities throughout the country. However, as NISD has remained with the Ministry of Social Justice & Empowerment, it has been resolved to entrust NIPCCD at the national level and its four Regional Centers with this responsibility for carrying out all child protection training and research activities in the country.

Accordingly, to strengthen NIPCCD’s capacity for taking up the nodal responsibility of child protection training, research and documentation, ICPS proposes to create a Child Protection Division within NIPCCD. Detailed structure, activities and financial allocations for NIPCCD is given at **Annexure -IX**.

### **4.3 Central Adoption Resource Agency (CARA)**

CARA was set up to function as the Central Authority in all matters concerning Adoption and to implement various provisions of the Hague Convention on Inter-country Adoption 1993 in the matter of rights, safeguards and procedures involving children that are orphaned, abandoned or surrendered. CARA shall function as an advisory body and think-tank for the Ministry of Women and Child Development.

The Government of India is concerned by the fact that the adoption programme in the country has not been effective in providing family placement to a very large number of orphaned, surrendered and abandoned children, while at the same time huge demand for in-country adoption (by Indian citizens) remains largely unmet. In view of this urgent need, the roles and responsibilities of CARA need to be expanded and ICPS shall support the strengthening CARA to enable it to play this role. Detailed guidelines for strengthening CARA along with financial implications are given at **Annexure -XI**.

## Chapter- V

# IMPLEMENTATION PLAN, FUNDING PATTERN AND OUPTPUT INDICATORS

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### 1. Implementation Plan

Integrated Child Protection Scheme is a new programme for the Ministry of Women and Child Development. The Ministry has a Child Welfare Bureau whose current responsibilities include: formulation of policies and legislations for children; advocacy for effective implementation of policies, programmes and services for children; ensuring implementation of various international norms and standards related to children; and representing the Government of India at various national and international child related fora. The implementation of a scheme as large and comprehensive as ICPS would require a full fledged dedicated and professionally equipped team work closely with State Governments and other stakeholders to ensure the successful and speedy implementation of this massive task.

In order to realize the vision of ICPS for creating a protective environment for children in the country in the best interest of all children, effective implementation of the ICPS scheme holds a big challenge. If the scheme is to be implemented with the spirit and vision in which it has been conceptualized it would be essential to run it in the **Mission Mode**. This would require a Central Project Support Unit (CPSU) headed by a Mission Director under the Ministry of Women and Child Development which will be set up to spearhead the implementation process with the help of State Project Support Units (SPSUs) in all the States. The SPSUs will work under the overall supervision and direction of the CPSU. The CPSU & SPSUs will be operational until the proper implementation of the scheme has been done in every state. Five percent of the total annual expenditure of the ICPS shall be used for meeting the expenditure on the CPSU and SPSU as well as IEC, advocacy, training and child tracking system at the national level. This amount will be at the discretion of the Ministry of Women and Child Development and the Ministry will use this fund for any innovative needs based interventions that might arise in the course of implementation of the scheme. Detailed guidelines for setting up CPSU and SPSU are given at **Annexure -XII**.

### 2. Convergence

The issue of child protection is a complex subject and needs a comprehensive and multi-pronged approach. Children have manifold needs starting from health, nutrition, care, protection, development, education, love, affection and recreation. Some children, like those affected by HIV/AIDS or disabilities, have special needs that should be taken care of. Apart from these children either in conflict or contact with the law have additional needs that require interventions from the police, judiciary, panchayati raj institutions, urban local bodies and local administration. For example, a run away child found working at the railway station will require the following services:

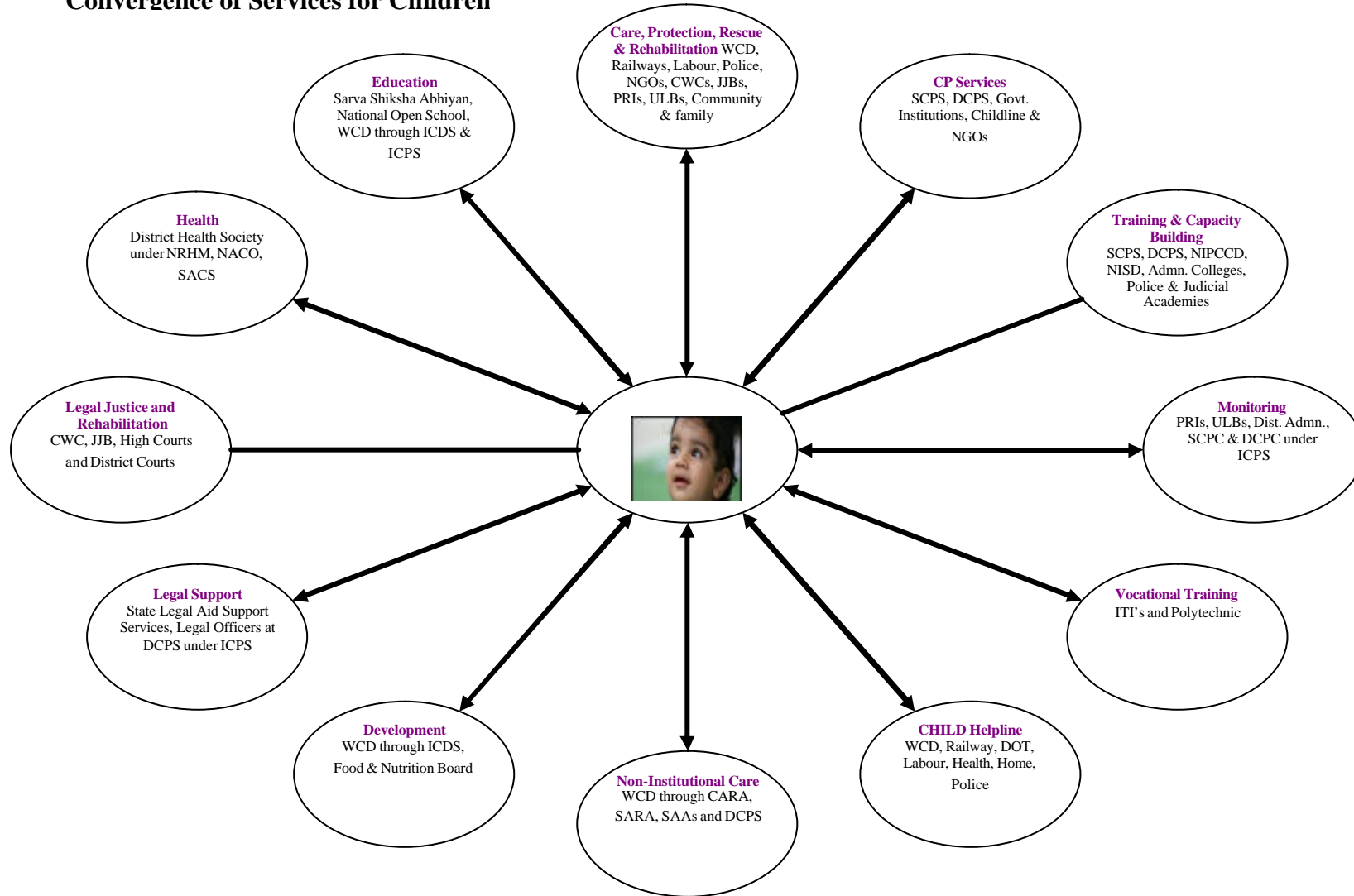
- (i) Rescue by Railway Police/ Labour Department/ Childline Service
- (ii) First level intervention by Social Worker of Childline
- (iii) Medical check up by District Health Department
- (iv) Tracing of family with the help of Police
- (v) Production before the CWC
- (vi) Placement of the child with a 'fit person' from civil society or 'fit institution':
  - a) Development of the individual care plan by fit institution and regular follow up and monitoring by the Home Management Committee- constituted of the members of the civil society
  - b) Placement of child in a family environment through adoption/ foster care with the help of SAA, CWC, ACA, SARA, CARA and District Courts, in cases where biological parents of the child cannot be traced



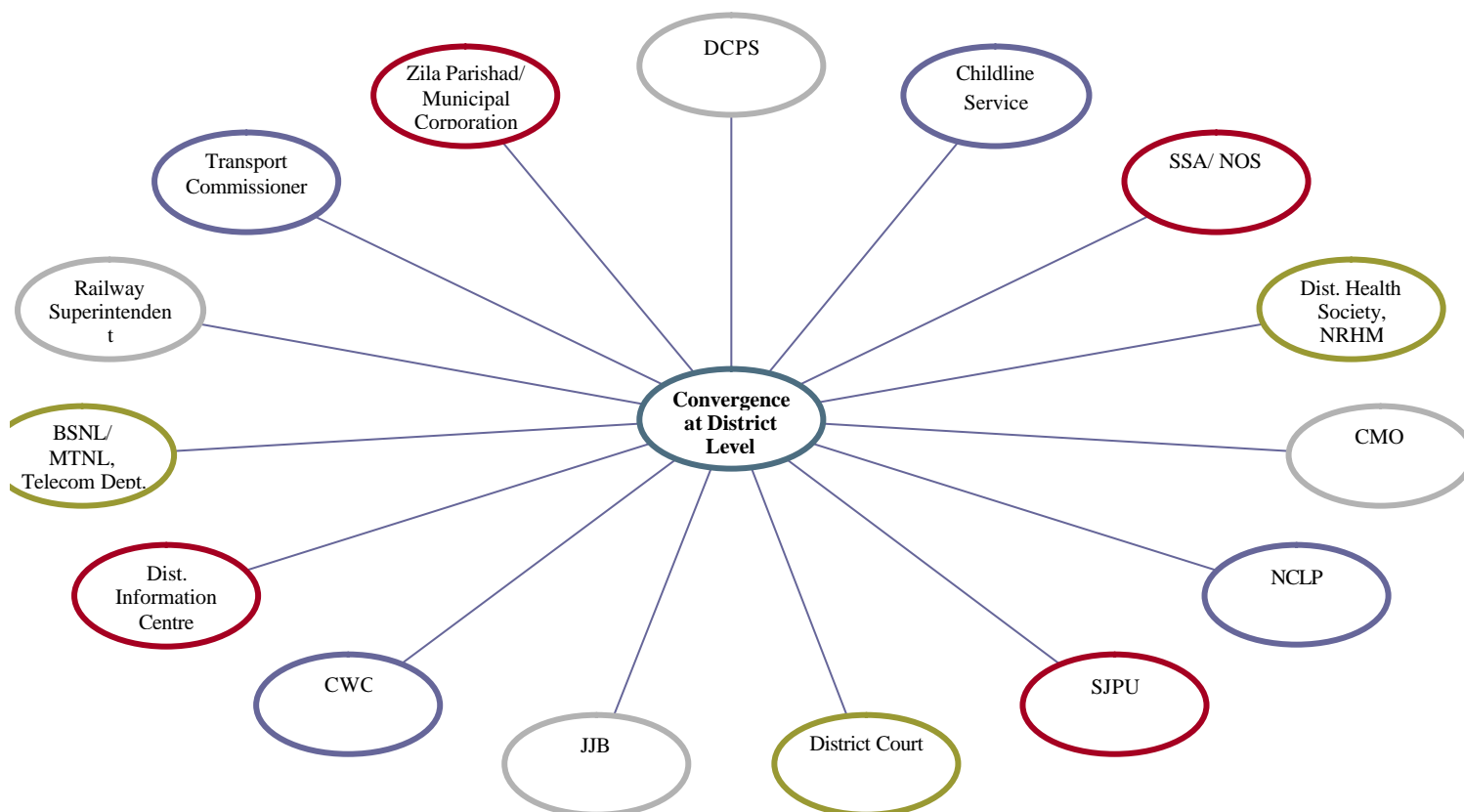
- c) Education (including Bridge Education) with the help of Education Department specially with the help of Sarva Shiksha Abhiyan and National Open School
  - d) Regular health check up by Health Department
  - e) Legal support by Law Department and CWC
  - f) Counselling and guidance from Social Workers
  - g) Vocational training with the help of ITIs, Jan Shiksha Sansthan and Polytechnics
  - h) After care in cases where child cannot be repatriated
- (vii) Repatriation of the child with help of police/labour department officials/PRI

As can be seen from the above example, convergence of services from various departments is a must for any intervention on child protection to succeed. However, the various departments involved need a platform that will allow the convergence of these varied services. ICPS will provide this important platform for convergence for these essential services for holistically addressing the needs of the children of this country. The following chart indicates the needs of a child and various departments that will be required to provide services for fulfilling those needs.

### Convergence of Services for Children



ICPS will identify the needs of children in need of care and protection and children in conflict/contact with the law and address their needs by providing lateral linkages with other line departments for timely and appropriate interventions from them. In turn ICPS would also provide a platform for other departments to provide services envisaged under their existing programmes to children, wherever required. For example, the ICPS will provide support to children with special needs that include children affected by HIV/AIDS. The District Child Protection Society in every district will work in close association with the officials of health department to reach out to such children in need of care and protection and provide necessary services. The scheme provides support for additional nutritional or medical needs along with provision of institutional and non-institutional care to such children. The diagram below illustrates the convergence of service/departments at the district level.



### **3. Funding Pattern**

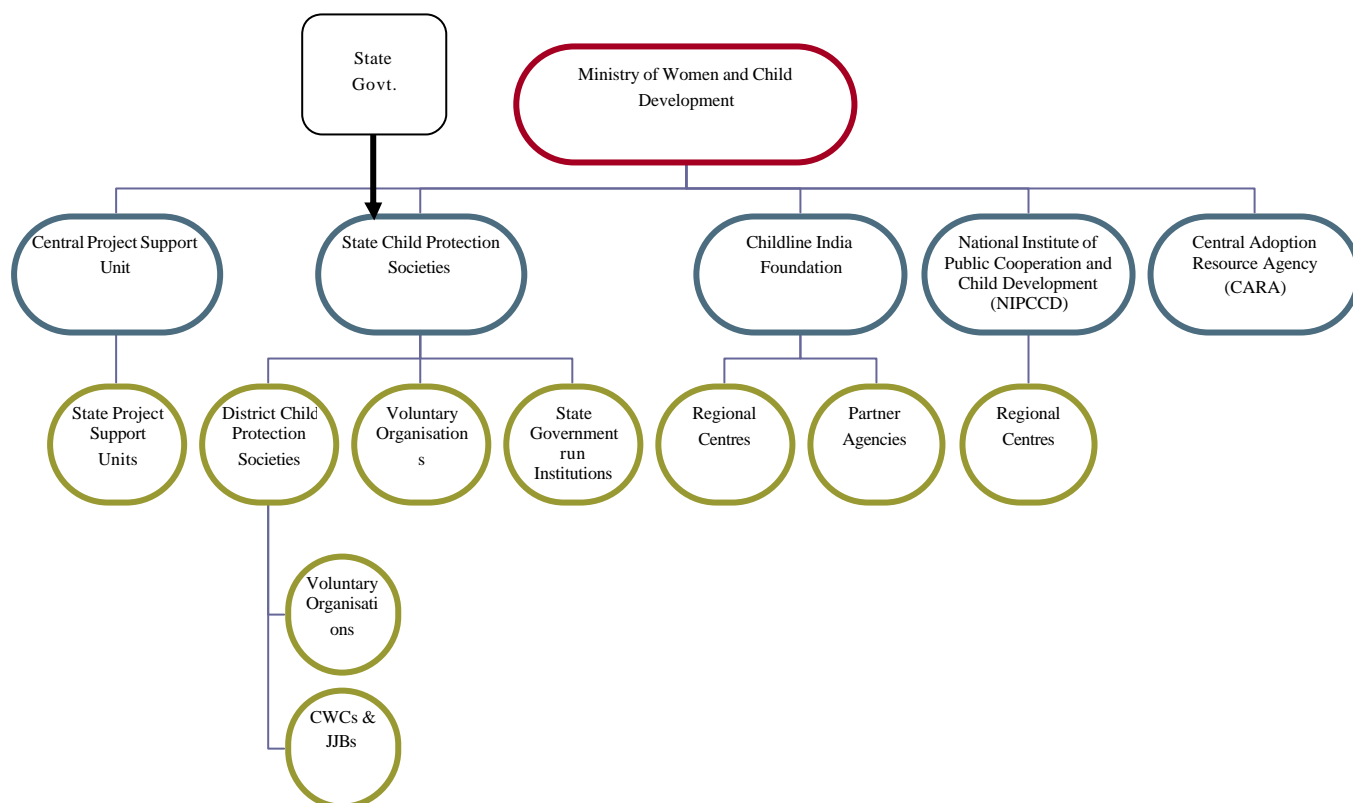
ICPS is a centrally sponsored programme and shall be implemented through the State Governments or UT Administrations with bulk financial assistance from the Central Government. The scheme will be implemented with the following cost sharing ratios between Centre: States/NGOs:

- (i) 90:10 for all the components for all the States of the North East and Jammu & Kashmir;
- (ii) 90:10 for all the scheme components with NGO participation will be continued;
- (iii) 100% funding by the Centre to the Childline services;
- (iv) 100% funding by the Centre to all structural mechanisms and services under the Government of India like NIPCCD & its Regional Centres, Central Adoption Resource Agency, Central Project Support Unit, and State Project Support Unit;
- (v) 35:65 for the States other than the North East and Jammu & Kashmir for the regulatory bodies provided for under the Juvenile Justice Act, i.e., Juvenile Justice Boards, Child Welfare Committees and Special Juvenile Police Units;
- (vi) 75:25 for other structural components in the States other than the North East and Jammu & Kashmir.

In case a State is unable to spend the complete funds allocated for a particular year, the excess funds will be reallocated by the Ministry to any other State which requires additional funds.

### **4. Fund Flow**

The financial assistance to the State Governments or UT Administrations will be given in two instalments through State Child Protection Societies. The Ministry of Women and Child Development and the concern State Government/UT Administration will transfer their share of funds directly to the Bank Account of the State Child Protection Society. The State Child Protection Society shall in turn provide grant-in-aid to the District Child Protection Societies and voluntary organizations under the different components of the Scheme. While providing the financial assistance to the voluntary organizations, the State Governments/UT Administrations shall ensure that the voluntary organisations meets the eligibility criteria laid down for providing grant-in-aid by the scheme. The fund flow of the scheme would be as per the following flow chart:



**5. Output Indicators (indicative not exhaustive):**

- (i) State child protection structures in place and functioning, as stipulated under the Juvenile Justice Act, 2000 and its Amendment Act, 2006 and the ICPS, including SCPS, SCPC, SARA and ACA;
- (ii) District child protection structures in place and functioning, as stipulated under the Juvenile Justice Act, 2000 and its Amendment Act, 2006 and the ICPS, including DCPS, DCPC, CWC, JJB, SJPU, SAA and others;
- (iii) Open shelters for children in need, cradle baby reception centres, shelter homes, children’s homes, observation homes and special homes established in a district or group of districts;
- (iv) Family based, non-institutional care services mainstreamed;
- (v) Childline established in all districts;
- (vi) Sponsorship programme available within the DCPS;
- (vii) After care programme available within the DCPS for children exiting care and in need of such services;
- (viii) Needs assessment and resource mapping of each district carried out;
- (ix) State and district child protection plans developed and under implementation;
- (x) Child Tracking System developed and functional;
- (xi) Website for Missing Children and MIS on Child Protection set up and functioning;
- (xii) Monitoring system for the ICPS in place and implemented;
- (xiii) Capacity building plan formulated and implemented for ICPS functionaries and service providers;
- (xiv) Minimum standards of care for all childcare institutions and service providers developed and implemented;
- (xv) Protocol of care for all service providers developed and implemented;
- (xvi) Timely allocation, disbursement and utilization of funds at all levels and services;

- (xvii) All child care institutions registered under the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
- (xviii) Individual care plans for all children prepared within the prescribed time limit, followed and regularly updated.

**6. Impact indicators (indicative not exhaustive):**

- (i) Information/knowledge base of children and families at risk
- (ii) Reduced vulnerabilities of children
- (iii) Better child protection services
- (iv) Less children in need of care and protection
- (v) Increase in the proportion of children in family based non-institutional care services
- (vi) Increase in the proportion of children placed in in-country adoption
- (vii) Better quality care for children in institutional care
- (viii) Increased availability and accessibility of a variety of child protection services
- (ix) Increase in the proportion of children/young people leaving institutional care who are self sufficient and gainfully engaged in productive activity.

**Guidelines for Extending Emergency Outreach Service through CHILDLINE****1. CHILDLINE Service**

CHILDLINE is a 24 hour emergency phone outreach service for children in need of care and protection. It also links children in need of care and protection to long- term services for rehabilitation. The CHILDLINE India Foundation (CIF) is the central nodal agency for setting up and monitoring the CHILDLINE service. Additionally, CIF is responsible for undertaking process documentation and research, awareness campaigns and advocacy on issues related to strengthening the Childline service in the country.

**2. Target Group:**

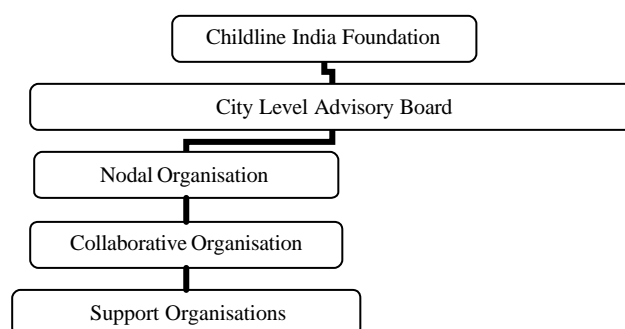
All children in need of care and protection as listed in the target group of the ICPS.

**3. Programmes and activities:**

- (i) Responding to calls on the national toll free number 1098 and provision of rescue and emergency outreach services for children in need of care and protection;
- (ii) Coordinating rescue and other outreach services with the help of relevant local departments like police, administration, labour, health, railways and others;
- (iii) Ensuring proper documentation of all children rescued to facilitate their rehabilitation and restoration;
- (iv) Functioning under overall supervision of the DCPS;
- (v) Producing children before the Child Welfare Committee (CWC) for ensuring care and protection;
- (vi) Supporting the CWC in the long term rehabilitation of children, where required;
- (vii) Supporting a national network for the tracking of missing children;
- (viii) Providing data related to children rescued and rehabilitated to DCPS/SCPS for compilation of a national comprehensive database of child protection;
- (ix) Creating awareness and ensuring access to the 1098 Child helpline (CHILDLINE) number;
- (x) Research, documentation, awareness and advocacy on issues related to Child helpline;
- (xi) Establishing linkages with other child protection services, community and local bodies for meeting the immediate needs of children rescued;

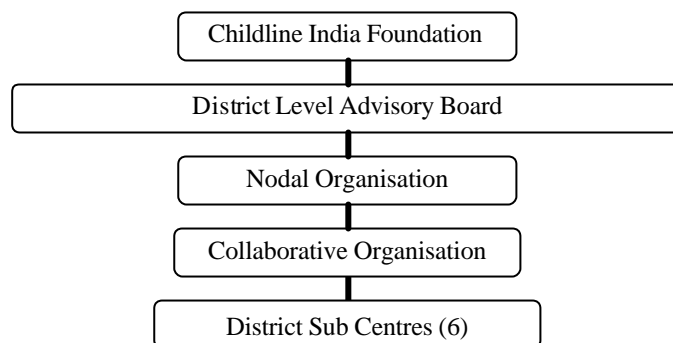
**4. Structure and functions of CHILDLINE****4.1 Urban Model**

The Childline programme at the City level shall comprise of the City Level Advisory Board (CAB), 1 Nodal Organisation, 1 Collaborative Organisation. 65% of the cities will have a Support Organisation.



## 4.2 Rural Model

The Childline programme at the district level shall comprise of the District Level Advisory Board (DAB), 1 Nodal Organisation, 1 Collaborative Organisation and 6 District Sub-Centres. The role and responsibilities of the Nodal and Collaborative Organisations are as listed above.



## 5. Functions of City/District Advisory Boards and Childline partner organisations:

### 5.1 City/District Level Advisory Board

The CHILDLINE City/District Level Advisory Board comprises senior most functionaries of Government Departments in the city/district. These departments include: Departments of Social Welfare/Woman and Child Development, Labour, Railways Telecom, Information and Broadcasting and Chairperson of Child Welfare Committee and Juvenile Justice Board, etc. The District Magistrate/Collector will be the Chairperson of the City/District Level Advisory Board. The functions of the City/District Level Advisory Board are:

- (i) To assess and review the functioning of CHILDLINE
- (ii) To address policy issues emerging from cases intervened by CHILDLINE
- (iii) To work towards making the system more child-friendly

As and when the District Child Protection Committee (DCPC) is set up and starts functioning in the district, the functions of this City/District Level Advisory Board will be taken over by the DCPC.

### 5.2 Nodal Organization

The nodal organizations in CHILDLINE shall be academic institutes or non government organizations with networking, coordination and research skills. The nodal organization has one City Coordinator, who is supervised by a nodal Director (honorary post), who is head of the organization/department that has taken up the responsibility. The nodal organizations shall be responsible for creating a protective environment for children at the city level and this would be achieved by:

- (i) Conducting the preliminary Need Assessment Study before the launch of the CHILDLINE service
- (ii) Compiling and updating the Directory of Services for children in the city
- (iii) Monthly reporting to CIF about the functioning of CHILDLINE in the city
- (iv) Organizing meetings of the CHILDLINE Advisory Board (CAB), once every quarter
- (v) Orientation and sensitization of various Government Departments on child protection in coordination with the DCPS and SCPS
- (vi) Recruiting students to CHILDLINE as volunteers for creating awareness campaigns and assist with programme management
- (vii) Research on issues related to child protection
- (viii) Conduct meetings with CHILDLINE partner organizations monthly



- (ix) Academic Institutes playing the role of nodal organizations contribute their research skills, ability to network, training skills, students as resources and their infrastructure for CHILDLINE

### **5.3 Collaborative Organizations**

These are voluntary agencies, which shall function as the call centers for CHILDLINE. They work 24 hours and respond to calls that are received on the 1098 CHILDLINE service. The collaborative organizations are provided with a center coordinator who manages a team of 12 persons that respond to calls and intervene in emergency cases.

The role and function of CHILDLINE collaborative organizations are as under:

- (i) Responding to calls received on the CHILDLINE 1098 on a 24/7 basis
- (ii) City mapping to identify high risk areas where vulnerable children are found
- (iii) Intervention and case follow-up on a daily basis
- (iv) Awareness and outreach in the community on a daily basis
- (v) Monthly open house with children who are users of the CHILDLINE service and to understand issues that concern them
- (vi) Internal meetings once a week to discuss cases and follow-up
- (vii) Maintaining computerized documentation (on the CHILDNET package) on each call received
- (viii) Submission of monthly reports to the Nodal Organization

### **5.4 Support Organizations**

Support organizations are voluntary agencies with very strong community based programs. The role of support organizations is to supplement the functions of the CHILDLINE collaborative organization by undertaking those activities, which the collaborative organization is not able to perform on its own. These organizations shall be located in far out suburbs of urban CHILDLINE cities and in distant villages of District CHILDLINE centres. The purpose of having support organizations is to ensure that children receive timely assistance when in crisis situations and to help widen the reach of the CHILDLINE service. The role and functions of CHILDLINE support organizations are as under:

- (i) Field work and linkages with endemic areas where children in need are most likely to be found
- (ii) Awareness for CHILDLINE in these areas;
- (iii) Follow-up of cases that are referred by the Collaborative Organization;
- (iv) Monthly Open house to elicit feed back from children who are users of the CHILDLINE 1098 service and to understand and bring to the fore issues concerning children;
- (v) Documentation of cases intervened.

### **5.5 District Sub-Centres**

Under every CHILDLINE Collaborative Organisation up to 6 District Sub-Centres can be set up as per the specific needs of child population and their geographical spread in the district. At every Sub-Centre there will be a team of 3 CHILDLINE staff who will be assisted by 2 volunteers from the already established networks in the district such as the Mahila Samakhya members, ananganwadi workers, school teachers, woman member of panchayat. They will assist the Sub-Centre staff at the taluka and village levels. They will follow up on children who have returned to the village and provide information when children are being recruited and help the local community to prevent child labour. The role of the Sub-Centre will be to:

- (i) Visit a group of villages, which fall under the area of operation of the particular Sub-Centre. Every sub-centre will oversee 7 – 9 villages
- (ii) Conduct outreach and awareness regarding the service
- (iii) Intervene in cases referred to by the CHILDLINE Emergency Call Centre and by the volunteers selected at the local level.

- (iv) Maintain proper documentation of area covered during outreach and case interventions referred to the CHILDLINE Emergency Call Centre
- (v) Report to the CHILDLINE call centre regularly about the developments and follow up actions.

There will be 6 sub-centres per call centre in each district. Sub-Centres will be a formal connecting link between villages and CHILDLINE emergency call centre, and the volunteers will be the informal networks of the Sub-centres.

## 6. Estimated Cost:

### 6.1 Nodal Organisation

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one printer cum scanner cum fax @ Rs. 10,000/-	45,000/-
2.	Furniture & Equipments	15,000/-
	<b>Total</b>	<b>60,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Salary for one City Coordinator @ Rs.10,000/-per month per city/district	1,20,000/-
4.	Administrative costs @ Rs.10,000/- per month to include costs for computer maintenance, communication, telephone/mobile, travel, stationery, awareness material, internet connection, auditors fee, training and orientation	1,20,000/-
	<b>Total</b>	<b>2,40,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>3,00,000/-</b>

### 6.2 Collaborative Organization

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one printer cum scanner cum fax @ Rs. 10,000/-	45,000/-
2.	Furniture & Equipments	20,000/-
	<b>Total</b>	<b>65,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Staff Salary	
	One Coordinator @ Rs. 8,000/- per month	96,000/-
	Seven Team Members @ Rs. 4,000/- per month	3,36,000/-
	One Counsellor Part-time @ Rs. 4,000/- per month	48,000/-
	Three Volunteers @ Rs. 2,000/-	72,000/-
4.	Client Related Contingency Fund to include costs for medical, shelter, restoration, nutrition	1,50,000/-
5.	Administrative costs @ Rs. 10,000/- per month	1,20,000/-
6.	Travel @ Rs. 7,000/- per month	84,000/-
	<b>Total</b>	<b>9,06,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>9,71,000/-</b>

6.3 Support Organization

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Equipments	5,000/-
	<b>Total</b>	<b>5,000/-</b>
<b>B. Recurring Expenditure</b>		
2.	Honorarium:	
	One Coordinator @ Rs. 2,500/- per month	30,000/-
	Two Volunteers @ Rs. 2,000/- per month	48,000/-
3.	Client Related Contingency Fund to include costs for medical, shelter, restoration, nutrition	50,000/-
4.	Administration costs @ Rs. 4,000/- per month to include costs for travel, stationery, outreach programs, and communication	48,000/-
	<b>Total</b>	<b>1,76,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>1,81,000/-</b>

6.4 District Sub-Centre

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Equipments	7,500/-
	<b>Total</b>	<b>7,500/-</b>
<b>B. Recurring Expenditure</b>		
2.	Honorarium:	
	One Sub Centre Head @ Rs. 3,500/- per month	42,000/-
	Four Sub Centre Team Members @ Rs. 2,000/- per month	96,000/-
3.	Administrative costs to include costs for travel, outreach programs, and communication	50,000/-
4.	Client related contingency fund	50,000/-
5.	District level facilitation cost including needs assessment, coordination, meetings, travel etc.	50,000/-
	<b>Total</b>	<b>2,88,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>2,95,500/-</b>

**Note:**

All personnel employed by Childline will be on contractual basis.

## **Guidelines for Open Shelters for Children in Need in Urban and Semi-Urban areas**

### **1. Target Group**

Open Shelters in urban and semi-urban areas will cater to all children in need of care and protection particularly beggars, street and working children, rag pickers, small vendors, street performers, orphaned, deserted, trafficked and run-away children, children of migrant population and any other vulnerable group of children.

### **2. Objectives**

These Open Shelters, run by both NGOs and State Governments/UTs, are not meant to provide permanent residential facilities for children but will complement the existing institutional care facilities. The objectives of these Open Shelters include:

- (i) To attract above-mentioned target group of children from their present vulnerable life situation to a safe environment;
- (ii) To wean these children away from the vulnerable situations by sustained interventions;
- (iii) To guide these children away from high risk and socially deviant behaviours;
- (iv) To provide opportunities for education and develop their potential and talent;
- (v) To enhance life-skills and reduce their vulnerabilities to exploitation;
- (vi) To reintegrate these children into families, alternative care and community;
- (vii) To carry out regular follow up to ensure that children do not return to vulnerable situations.

### **3. Programs and activities**

- (i) Identify such children within the geographical area/location of the Open Shelters;
- (ii) Use innovative child friendly approaches and outreach activities to make contact with them;
- (iii) Organizations establishing such Open Shelters could supplement their services through Contact Locations that could be established on railway platforms, crowded market areas, tourist destinations, bus stands, etc.;
- (iv) Contact Locations can be established by organizations running the 24-hour Open Shelters or their partners;
- (v) Use techniques like music, drama, story telling, outings and other child friendly methodologies to attract and sustain the interest of the children;
- (vi) Once children start participating, these Open Shelters should introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Programme (NOSP), health care, counseling, etc.;
- (vii) In order to provide useful vocational training to children, every Open Shelter should tie up with NGOs and ITIs to either provide vocational training facilities by sending the children to such NGOs or ITIs or provide such facilities within the Open Shelter;
- (viii) Cater to individual specific needs like substance abuse, behavioural problems and socially deviant behaviours among others;
- (ix) Encourage involvement of social workers, community volunteers, peer educators, students and others. This will provide opportunity to people with skills and time to mentor, guide and improve the quality of life of these children;
- (x) Provide life skills to children leading to personality enhancement, raising self esteem, developing a positive approach to life, improving communication skills, ability to deal with trauma, reducing risk and vulnerabilities, etc.;
- (xi) Provide temporary stay facilities for children; and children requiring long term care shall be referred to the nearest Shelter/Children's home;

- (xii) Function as 24- hour Crisis Management Centres to receive and provide necessary assistance to children;
- (xiii) Separate Open Shelters should be established for boys and girls;
- (xiv) One NGO can run one or more Open Shelters in a city, based on requirements;
- (xv) Provide accessibility to children round the clock;
- (xvi) Provide accessibility to children of all age groups up to 18 years of age;
- (xvii) Provide quality toilets, lockers for children to keep their belongings, washing facilities, recreational facilities both indoor and outdoor, etc.;
- (xviii) Provide health care facilities and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders;
- (xix) Maintain standards of care and children should be encouraged to participate in the activities of Open Shelters;
- (xx) Prepare Individual Care Plan for each child which will be monitored by the DCPS from time to time;
- (xxi) Maintain electronic data of each child and furnish the details to the DCPS as a part of the child tracking system.

#### 4. Accommodation required:

- (i) A Unit for 25 children shall have minimum carpet area of 2000 sq ft. including a kitchen, two bathrooms and two toilets.
- (ii) NGOs running these Open Shelters may contact Municipal Corporations, Zila Parishads, Slum Boards, Railway and Transport authorities for suitable accommodation for Open shelters or contact points.
- (iii) NGOs may seek help of DCPS for making arrangement for accommodation

#### 5. Estimated Budget for a Unit of 25 Children

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture including mattresses for children, 25 steel lockers, cupboards, tables and chairs etc.	1,00,000/-
2.	Two Computers with UPS @ Rs. 35,000/- and one printer cum scanner @ Rs.10,000/-	80,000/-
3.	1 Color Television	15,000/-
4.	Equipments for sports, entertainment, vocational training and kitchen along with utensils, gas stove, water filter, etc.	1,00,000/-
	<b>Total</b>	<b>2,95,000/-</b>
<b>B. Recurring Expenditure</b>		
5.	Maintenance (food, clothing, medicine, soap, oil, toothpaste, toiletries, etc.- @ Rs.750/- per child per month (Rs.750 x 25 children x12 months)	2,25,000/-
6.	Rent for hired building or maintenance for self-owned building for:	
	(a) Open Shelters @ Rs. 10,000/- per month (Subject to actuals)*	1,20,000/-
	(b) 3 Contact Points*** @ Rs. 1,000/- per month (Subject to actuals)**	36,000/-
7.	Water and electricity charges @ Rs. 1,500/- per month (subject to actuals)	18,000/-
8.	Contingencies (postage, stationary, telephone, photocopy etc.) @ Rs. 1,500/- per month	18,000/-
9.	Transportation charges @ Rs. 1,500/- per month	18,000/-
10.	Miscellaneous for outings, books for library, play materials, educational/sports equipments, etc. @ Rs. 2,000/- per month (subject to actuals)	24,000/-

11.	<b>Salary:</b>	
	One Project Coordinator cum Counsellor @ Rs. 10,000/- per month	1,20,000/-
	One Social Worker @ Rs. 8,000/-	96,000/-
	Two Care Givers cum Bridge Course Educators @ Rs. 5,000/- per month	1,20,000/-
	Three Outreach Workers*** @ Rs. 4,000/- per month	1,44,000/-
	One Helpers for cleaning and cooking purposes @ Rs. 2,000/- per month	24,000/-
	<b>Total</b>	<b>9,63,000/-</b>
	<b>Total (A+B)</b>	<b>12,58,000/-</b>

\*In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.20000/- per month.

\*\*In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.2000/- per month. With support of DCPS, the voluntary organization running these contact points should make efforts to arrange for free accommodation for contact points at railway stations, bus stands and other public places.

\*\*\* Number of Outreach Workers and Contact Points can be increased upto a maximum of 5 depending on the geographical area and number of children to be catered to by the programme

**Note:** Though the budget calculations are based on a total of 25 children, in reality there would more children utilizing the services of the Open Shelters for intermittent periods. Apart from the above, NGOs are encouraged to enroll the support of volunteers and raise funds from other sources to run the Open Shelters.

**Annexure - III****Guidelines for Family based Non-institutional Care through Sponsorship, Foster Care, Adoption and After Care****1. SPONSORSHIP AND FOSTER CARE*****Key Concepts:***

Sponsorship and Foster Care assistance is not only cost effective in comparison to institutional care but it also:

- (i) Prevents child destitution and offers holistic child protection
- (ii) Provides conditional assistance to ensure that the child continues his/her education.
- (iii) Supports and supervises financial assistance to families and group foster homes
- (iv) Offers child care within the family setting
- (v) Preserves families and encourages parents to fulfill their responsibilities

The ICPS shall support creation of a Sponsorship and Foster Care Fund that will be placed at the disposal of the DCPS. This will be a pilot project and initially an amount of Rs.5 Lakhs per district shall be provided under the scheme. The State Governments are encouraged to give additional grants to the SCPS under Sponsorship and Foster Care Fund.

A Sponsorship and Foster Care Approval Committee will be constituted in each district to implement and monitor the programme and would consist of the following members:

- (i) District Child Protection Officer- Chairperson
- (ii) Protection Officer (Non-Institutional Care)- Member
- (iii) Chairperson/Member, Child Welfare Committee- Member
- (iv) Representative of SAA- Member
- (v) Representative of a Voluntary Organisation working in the area of Child Protection- Member

**1.1 SPONSORSHIP****(i) Reasons for Sponsorship**

The sponsorship support shall be provided for the following reasons:

- a) ***Preventive:*** Sponsorship support will be provided to a family to enable a child to continue to remain in the family, continue his/her education. This is an effort towards preventing children from becoming destitute / vulnerable, running away, forced into child marriage, forced into child work etc. The DCPS with the help its social workers, outreach workers, volunteers as well as the Village Child Protection Committees shall identify vulnerable families or children for sponsorship support.
- b) ***Rehabilitative:*** Children within institutions can also be restored to families with sponsorship assistance. On the basis of the Individual Care Plan, an institution shall approach the CWC/JJB to recommend suitable case to DCPS for rehabilitation through the sponsorship fund. Cases will be reviewed by CWC/JJB before recommending to the DCPS for sanction of sponsorship fund.

**(ii) Criteria for selection of children for Sponsorship:**

- a) Children in institutions who can be restored to families (de-institution)
- b) Children in conditions of extreme deprivation in families with income not exceeding Rs.12,000 per year.

**(iii) Procedure for sanction and release of funds under the Sponsorship Programme:**

- a) The quantum of sponsorship will be of Rs.500/- per month per child and would be subject to conditions laid down in the ICPS Implementation Manual to be prepared by the Ministry of Women and Child Development.
- b) The DCPO will open a Post Office account in the name of the child, to be operated by the child's guardian, preferably by the mother.
- c) There will be no cash transfer. The money will be directly transferred from the DCPS's bank account to the Post Office.
- d) The Sponsorship and Foster Care Approval Committee shall have the authority to seek relevant documents, including a home and school enquiry report from a Social Worker or Outreach Worker of the DCPS/SAA, to determine need for Sponsorship assistance.
- e) The duration of the sponsorship support shall be decided on a case to case basis by the Sponsorship and Foster Care Approval Committee, and shall not exceed three years except under exceptional circumstances.
- f) The sponsorship support shall be for a maximum of two children per family;
- g) The supervision of children and families shall be undertaken by the DCPS and shall include quarterly home and school visits.
- h) All sponsored children of school going age shall regularly attend formal schooling unless under special instances of disability or illness of the child, which shall be verified by the DCPS
- i) Families receiving sponsorship grant shall have access to counselling support
- j) If at any point of time the child has to be institutionalized the sponsorship assistance shall be discontinued.
- k) Sponsorship assistance is suspended immediately, if the school going child is not found to be regularly attending school.
- l) Families availing cash assistance under any other schemes of Central/State Governments will not be entitled to this assistance.

**1.2 FOSTER CARE**

The foster care programme shall be managed jointly by the Child Welfare Committee, District Child Protection Society and the Specialised Adoption Agency and each of these agencies shall have the following responsibilities:

**(i) Specialised Adoption Agency (SAA)**

The SAA shall identify vulnerable families and children for foster care support and prepare the Individual Care Plan of the child and recommend the case to the CWC for issuing appropriate order. Once the child is placed in foster care, the SAA will supervise and monitor the progress of the child and periodically report to both CWC and the DCPS.

**(ii) Child Welfare Committee**

The CWC shall review the cases recommended by SAA as well as other cases that they deem fit and order placement of a child in foster care.

**(iii) District Child Protection Society**

- a) Create awareness on the foster care programme;
- b) Recruit families from the community who are willing to take on the responsibility of foster care and maintain a list of identified foster families with addresses;
- c) Select foster families based on criteria approved by the concerned state department and build their capacities;
- d) Prepare a home-study report of a prospective foster family after at least two home visits, interviews with the foster parents and others in the household;
- e) Maintain a detailed case history of each child in an appropriate format prescribed under the Implementation Manual of the ICPS;



- f) Provide counseling to the family and to the child in order to prepare them for the placement as well as to deal with any ongoing problems they may have;
- g) The Outreach Worker will visit each family at least once a week for the first month followed by monthly visits of which records are maintained;
- h) Maintain Quarterly supervision reports for each child and that should be treated as confidential;
- i) Monitor and evaluate the programme.

Special efforts shall be made to ensure either foster care or sponsorship for children infected and affected by HIV/AIDS and children affected by disaster and natural calamities.

**(iv) Procedure for sanction and release of funds under the Foster Care Programme**

Foster Care programme shall be carried out in line with the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 (Amendment Act 2006) and its Rules notified by the Central and State Governments. The quantum of Foster Care will be of Rs.750/- per month per child and would be subject to condition laid down in the ICPS Implementation Manual to be prepared by the Ministry of Women and Child Development.

## **2. ADOPTION**

### **2.1. Adoption Coordinating Agency (ACA)**

To promote in-country adoption, for the permanent rehabilitation of orphaned, abandoned and surrendered children in a family environment and to popularize the concept of adoption, for wider acceptance in Indian society.

**(i) Programmes and activities:**

The programmes and activities of each Adoption Coordinating Agency shall be to:

- a) Support SARA in coordination, monitoring, supervision and development of adoption programme in the state;
- b) Coordinate the adoption activities of the recognized/licensed CCI/SAA within the State;
- c) Maintain and share with DCPS/SARA/CARA the list of admitted children, children legally free for adoption, children given in adoption and special needs children as a part of the child tracking system;
- d) Register, maintain and share list of prospective Indian adoptive parents;
- e) Assist SARA in reviewing the status of the applications of prospective Indian adoptive parents from recognized adoption Agencies on monthly basis;
- f) Circulate particulars of the child referred by one member agency among other Member Agencies for finding suitable Indian family;
- g) Circulate the particulars of the Prospective Indian Adoptive Parents referred by one member Agency among other member Agencies for finding a child for adoption;
- h) Issue Clearance Certificate for the inter-country adoption, jointly with SARA, of a child after ensuring that adequate effort has been made for finding a suitable family for him/her within the country;
- i) Carry out advocacy and awareness for the popularization of the concept of in-country adoption;
- j) Assist SCPS in sensitization, training and capacity building of all adoption functionaries;
- k) Work with SAAs to provide counseling and prepare Home Studies for the Indian parents directly registered with them and refer registered PAPs to the SAA for adoption;
- l) Carry out follow-up of the children given in adoption by the SAAs;
- m) Work together with the concerned child welfare departments, SARA, CARA, Health, Childline and Registrar of Births and Deaths for policy and programme convergence for the benefit of children;
- n) Undertake documentation and research on adoption to facilitate policy formulation;

- o) Furnish Inspection Report about the SAA as and when required by CARA/SARA/Ministry of Women and Child Development;
- p) Assist SARA in coordinating with the Health Department of the State Government and other agencies for combating illegal adoptions that might be taking place directly from the Hospitals & Nursing Homes or other organizations within its jurisdiction;
- q) Any other activity that may be assigned to it by the CARA or SARA from time to time.

**(ii) Staff Strength:**

Sl. No.	Particular of Staff	Number	Monthly Expenditure (In Rs.)	Annual Expenditure (In Rs.)
1.	Senior Social Worker cum Coordinator	1	10,000/-	1,20,000/-
2.	Social Worker cum Counsellor	1	8,000/-	96,000/-
3.	Case Worker	1	8,000/-	96,000/-
4.	Assistant cum Data Entry Operator	1	5,000/-	60,000/-
	<b>Total</b>	<b>4</b>		<b>3,72,000/-</b>

**(iii) Estimated Cost for one ACA in each State/UT:**

Sl. No.	Item	Amount (in Rs.)
<b>Recurring Expenditure</b>		
1.	Staff Salary	3,72,000/-
2.	Travel Allowance for inspection and promotional work, etc. @ Rs. 5,000/- per month	60,000/-
3.	Office Expenses (water, electricity, postage, stationary, telephone, Xeroxing, meeting & auditing expenses, internet charges, etc.) @ Rs. 5,000/- per month	60,000/-
4.	Publicity and Awareness	1,00,000/-
5.	Rent for Office space @ Rs. 5,000/- per month	60,000/-
	<b>Total</b>	<b>6,52,000/-</b>

**2.2. Specialised Adoption Agency (SAA)**

The latest amendment to the Juvenile Justice (Care and Protection of Children) Act 2000 (as amended in 2006) provides that the State Government shall recognise one or more of its institutions or voluntary organisations in each district as specialised adoption agencies in such manner, as may be prescribed, for the placement of orphaned, abandoned or surrendered children for adoption in accordance with the provisions of the various guidelines for adoption issued from time to time, by the State Government, or the Central Adoption Resource Agency and notified by the Central Government. All SAAs shall be registered under Section 34(34) of the Juvenile Justice (Care and Protection of Children) Act 2000 (as amended in 2006) as well as the Societies Registration Act, 1860 and shall adhere to the guidelines or rules laid down by the State Government/Central Government governing in-country/inter-country adoption from time to time. The SAA shall function within the ambit of law and comply with all relevant legislations, rules and guidelines.

**(A)** The specific roles and responsibilities of these SAAs shall include:

**(i) Child related functions:**

- a) Admission and registration of orphaned, abandoned and surrendered children;
- b) Reporting the arrival of a child to the CWC;
- c) Post CWC order, report registration of the child to DCPS, ACA and SARA;
- d) Maintaining an online<sup>6</sup> database of all children admitted;
- e) Preparation of child study report and physical examination report;

<sup>6</sup> This online database will be a part of the Child Tracking System and will have restricted accessibility to agencies such as DCPS, SARA and CARA.

- f) Assist CWC in enquiry as and when required;
- g) Pre and Post adoption counselling to children;
- h) Matching of the child;
- i) Facilitate placement of the child either in adoption or in pre adoption foster care with the help of District Placement Committee chaired by DCPO with two members respectively from the respective SAA and Protection Officer – Non-institutional Services;
- j) Court process for adoption or placement of a child;
- k) Obtaining birth certificate of the child;
- l) Post adoption follow up;
- m) Archiving relevant records of birth parents, their medical/case history, case records of the child, birth parents and adoptive parents;
- n) Maintaining Minimum Standards of Care;
- o) Submitting a quarterly progress report to DCPS and SARA for indicating the rehabilitation plan for each child admitted in the SAA.

**(ii) Prospective Adoptive Parents (PAPs) related functions**

- a) Registration of prospective adoptive parents;
- b) Reporting the registration of PAPs to the DCPS and SARA;
- c) Maintaining an online<sup>7</sup> database of PAPs registered with the current status of their application;
- d) Counselling of biological parents/unwed mother surrendering the child and for prevention of abandonment and rehabilitation of child;
- e) Carrying out Home Study Report;
- f) Matching of the child with PAPs;
- g) Facilitating placement of the child in pre adoption foster care;
- h) Pre and post adoption counseling to all PAPs;
- i) Carrying out court procedures for adoption or placement of a child;
- j) Carrying out post adoption follow up.

**(B) Staff Strength of SAA**

In order to develop the adoption programme and to extend it to the every district of the country, the scheme shall provide support grant to encourage NGOs:

Sl. No.	Particular of Staff	No.	Remuneration per month (In Rs.)	Annual Expenditure Consolidated (In Rs.)
1.	Manager/Coordinator	1	10,000/-	1,20,000/-
2.	Social Worker cum Early Childhood Educator	1	8,000/-	96,000/-
3.	Nurse	1	5,000/-	60,000/-
4.	Doctor (Part time)	1	3,000/-	36,000/-
5.	Ayahs	6	2,000/-	1,44,000/-
6.	Chowkidar	1	2,000/-	24,000/-
	<b>Total</b>	<b>11</b>		<b>4,80,000/-</b>

**(C) Estimated Cost for a single unit of 10 children:**

Sl. No.	Item	Amount (in Rs.)
<b>B. Non-recurring Expenditure</b>		
1.	One Computer with UPS and Web Cam @ Rs. 35,000/- and One printer cum scanner @ Rs. 10,000/-	45,000/-
2.	Furniture including 10 Cradles	1,00,000/-
3.	Equipments for kitchen (Gas stove with connection, utensils, water filter, etc.)	20,000/-
	<b>Total</b>	<b>1,65,000/-</b>

<sup>7</sup> This online database will have restricted accessibility to agencies such as DCPS, SARA and CARA.

<b>A. Recurring Expenditures</b>		
4.	Staff Salary	4,80,000/-
5.	Maintenance grant for ten (10) children @ Rs. 1,000/- per child per month* to cover expenses on food, milk powder, feeding bottles, clothing, soap, oil, medicines, play materials, etc.	1,20,000/-
6.	Rent (up to Rs.7,000/- p.m.)**	84,000/-
7.	Payment of legal expenses to the advocate engaged in adoption case @ Rs. 1,500/- per child in case the adoptive Indian parents are not in a position to pay subject to a maximum of 10 children. The sanction will be based on actual number of adoptions and production of Lawyer's receipt.	15,000/-
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, etc.) @ Rs. 3,000/- per month	36,000/-
	<b>Total</b>	<b>7,35,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>9,00,000/-</b>

\* Per child maintenance cost of infants is higher than that of children due to their special care and nutrition needs

\*\* Maintenance charges up to a maximum of Rs.30,000/- per annum for a self owned building subject to production of receipts

### 2.3. Cradle Baby Reception Centre

The DCPS shall nominate one SAA in the district as the Cradle Baby Reception Centre. This Reception Centre shall be run by the SAA from its premises and shall be equipped with all basic facilities for infants. The primary objective of these Reception Centres shall be to rescue the abandoned children and look after them with due care and affection till he/she is given in adoption. Each SAA shall install one cradle at the doorstep to receive such babies. Besides SAA, Cradle Points to receive babies will also be placed at all the Primary Health Care Centres (PHCs), Hospitals/Nursing Homes, Short-stay homes, Swadhar units/Swadhar reception centres and the office of the DCPS, which would serve as the Cradle Points. Once the Cradle Baby Reception Centre receives a child from the Cradle Point, it should make the following arrangements for rehabilitation of the child:

- (i) Provide for proper medical treatment and food as per the advice of the Medical Officer;
- (ii) Report the arrival of the child to the Child Welfare Committee;
- (iii) Provide for all basic needs of the child;
- (iv) Provide care and protection to the child;
- (v) Register the birth of the child with the competent authority;
- (vi) Explore possibilities of placing the child in a family through adoption.

The DCPS shall facilitate procurement of the cradles for the cradle points. PHC's will designate one ANM as in-charge of the cradle placed with them. On receipt of a child, the ANM will arrange immediate medical attention to the child and inform the SAA cum Reception Centre for collecting the child. The ANM shall enter the particulars of the child in a Register and accordingly the medical officer shall issue a certificate of transfer at the time of handing over the child to reception center. The concerned Secretary dealing with ICPS programme at State level shall liaison with the State Health Secretary to incorporate the above mentioned function of the ANM as part of their job description.

In the event of death of a child in the reception center, the center shall perform the last rituals of the child. The expenditure may be met from the contingency funds.

### 3. AFTER CARE

The Juvenile Justice Act provides for an After Care Programme for children without family or other support who leave institutional care. The objective of this after care programme is to enable such children to adapt to the society and to encourage them to move away from an institution based life.

DCPS shall identify suitable voluntary organizations that will run such After Care Programmes. These organisations shall formulate an after-care programme for these children for a period of 3 years in accordance with the provision laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 and its rules developed by central and state governments. Some of the key components may include:

- (i) Community group housing on a temporary basis for groups of 6-8 young persons;
- (ii) Encouragement to learn a vocation or gain employment and contribute towards the rent as well as the running of the home;
- (iii) Encouragement to gradually sustain themselves without state support and move out of the group home to stay in a place of their own after saving sufficient amount through their earnings;
- (iv) Provision for a peer counsellor to stay in regular contact with these groups to discuss their rehabilitation plans and provide creative outlets for channelizing their energy and to tide over the crisis periods in their lives;
- (v) Providing stipend during the course of vocational training until the youth gets employment;
- (vi) Arranging loans for youths aspiring to set up entrepreneurial activities;

Every DCPS shall have an After Care Fund for carrying out after care programme as per the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act 2000 and respective State Rules under the Act. The DCPS shall in turn release grants up to a maximum of @Rs.2000/- per child per month to the Child Care Institution (CCI) running the after care programme based on the individual needs of every child. This amount shall include basic needs of the child/youth including food, clothing, health care and shelter; age appropriate and need based education and vocational training; stipend; and any other requirements.

**Estimated Cost for Providing Institutional Care to 50 Children/Juveniles**

As provided by the Juvenile Justice (Care and Protection of Children) Act 2000, the scheme shall support setting up and maintenance of Shelter Homes, Children's Homes and Observation Homes, Special Homes. In addition, the scheme shall also provide for institutional care of children with special needs by supporting a specialized unit within the existing homes or by setting up a specialized Shelter Home for children with special needs.

The Scheme shall provide two types of grants under this component, i) Construction and Maintenance Grant and ii) Maintenance Grant. While under the construction and maintenance grant, the scheme shall support State Governments/UT's in construction and maintenance of a new home, under the maintenance grant support to such homes/institution shall be provided for maintenance only. The budget estimates for both types of grants shall be as under:

**1. Estimated Cost for Institution under the Juvenile Justice Act:****1.1 Staffing pattern of an Institution with 50 children:**

Sl. No.	Particular of Staff	No.	Remuneration per month (In Rs.)	Annual Expenditure Consolidated (In Rs.)
1.	Officer-in-Charge (Superintendent)	1	15,000/-	1,80,000/-
2.	Counsellor	1	10,000/-	1,20,000/-
3.	Probation Officer/Child Welfare Officer/Case Worker	1	10,000/-	1,20,000/-
4.	House Mother or House Father	2	8,000/-	1,92,000/-
5.	Educator (Voluntary/part time)	1	4,000/-	48,000/-
6.	MBBS Doctor (Part time)	1	8,000/-	96,000/-
7.	Paramedical staff	1	5,000/-	60,000/-
8.	Store-keeper cum Accountant	1	8,000/-	96,000/-
9.	Art & Craft cum Music Teacher (Part time)	1	4,000/-	48,000/-
10.	PT Instructor cum Yoga Trainer (Part time)	1	4,000/-	48,000/-
11.	Cook*	1	3,000/-	36,000/-
12.	Helper*	1	2,000/-	24,000/-
13.	Housekeeper*	1	2,000/-	24,000/-
	<b>Total</b>	<b>14</b>		<b>10,92,000/-</b>

\*To be hired on contractual basis as per the need

**Note:**

- (i) In the State Government run institutions existing salary scale will apply
- (ii) In newly constructed homes staff will employed on contractual basis and no regular appointments made
- (iii) Driver to be hired as per need

**1.2 Construction and Maintenance Grant**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Cost of construction - 8745 Sq. ft. @ Rs. 600/- per Sq. ft.	52,47,000/-
2.	Furniture including 60 beds (including 10 for sick room) for children, cupboards/steel lockers, tables and chairs for dining & class rooms, library & home staff, cupboards for library & staff, etc.	5,00,000/-
3.	One time grant for buying books for library	50,000/-
4.	Three Computers with UPS @ Rs. 35,000/- each and one printer cum scanner cum fax @ Rs. 10,000/-	1,15,000/-
5.	2 Televisions (one for every 25 children)	30,000/-
6.	Equipments for kitchen and utensils including gas stove and gas connection, water filter, etc.	30,000/-
	<b>Total</b>	<b>59,72,000/-</b>
<b>B. Recurring Expenditure</b>		
7.	Maintenance (food, clothing, medicine, soap, oil, etc.)- @ Rs. 750/- per child per month	4,50,000/-
8.	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs. 500/- per child / year	25,000/-
9.	Water and electricity charges @ Rs. 3,000/- per month (subject to actuals)	36,000/-
10.	Salary of Staff for one year	10,92,000/-
11.	Transportation*	50,000/-
12.	Miscellaneous for outings, magazines/books for library, sports equipments, etc. @ Rs. 3,000/- per month (subject to actuals)	36,000/-
13.	Contingencies	1,00,000/-
	<b>Total</b>	<b>17,89,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>77,61,000/-</b>

\* Transportation cost will cover travel expenses for children for the purpose of vocational training/schools, field visits, enquiries, and production of the child before CWCs, JJBs, etc.

**1.3 Maintenance Grant**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actuals)	5,00,000/-
2.	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipments, etc.	1,50,000/-
	<b>Total</b>	<b>6,50,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Maintenance (food, clothing, medicine, soap, oil, etc.) @ Rs. 750/- per child per month	4,50,000/-
4.	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs. 500/- per child/year	25,000/-
5.	Rent for hiring building for running Children's Home @ Rs. 20,000/- per month (Subject to actuals)*	2,40,000/-
6.	Water and electricity charges @ Rs. 3000/- per month (subject to actuals)	36,000/-
7.	Salary of Staff for one year	10,92,000/-
8.	Transportation **	50,000/-
9.	Miscellaneous for outings, magazines/books for library, sports equipments, etc. @ Rs. 3000/- per month (subject to actuals)	36,000/-
10.	Contingencies	1,00,000/-
	<b>Total</b>	<b>20,29,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>26,79,000/-</b>

\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 25,000/- per month. Maintenance charges up to a maximum of Rs. 30,000/- per annum for a self owned building (to NGOs) subject to production of receipts

\*\* Transportation cost will cover travel expenses for children for the purpose of vocational training/schools, field visits, enquiries, and production of the child before CWCs, JJBs, etc.

Note:

- (i) In case any major repair of addition or construction in the home like raising fencing/ boundary wall, putting tube well, etc. or any other specific proposal shall be supported by the scheme on the basis of proposals received from the concerned State Government or institution.
- (ii) For the institutions being run by voluntary organizations, 75% funds will be provided by Centre, 15% by the State Government and remaining 10% by the respective voluntary organisation

## 2. Estimated Cost for Specialised Unit for Children with Special Needs:

In addition to the above mentioned cost norms for running an institution under the Juvenile Justice Act 2000, the scheme shall provide additional facilities for taking care of children with special needs as per following details:

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Specialised equipments and materials like Psychological test materials, training materials for speech and language, teaching materials, wheel chairs, crèches, etc. @ Rs. 5,000/- per child for 10 children	50,000/-
	<b>Total</b>	<b>50,000/-</b>
<b>B. Recurring Expenditure</b>		
2.	Additional grant for Ten (10) children @ Rs. 200 per child per month to cover expenses on nutritious food	24,000/-
3.	Specialized medical assistance for 10 children for ARV therapy & other medical needs @ Rs. 2,000/- per child per month (as per actuals)*	2,40,000/-
4.	Staff Salary	
	One Nurse (female) @ Rs. 5,500/- per month	66,000/-
	One Care Take cum vocational instructor @ Rs. 3,500/- per month	42,000/-
	<b>Total</b>	<b>3,72,000/-</b>
	<b>Grand Total (A+B)</b>	<b>4,22,000/-</b>

\* First attempt shall be made to access ARV kit from the respective State AIDS Control Societies, in case the same is not available, funds under this component shall be utilized.



**Guidelines for setting up of Child Welfare Committees (CWCs)****1. Location of CWC**

As provided by the Juvenile Justice (Care and Protection of Children) Act, 2000, the Child Welfare Committee should hold its sittings in the premises of a Children's Home.

**2. Space and Infrastructure**

As provided by the ICPS, the newly constructed Children's Homes shall have two rooms of 300 Sq. ft. each for the CWC. Where an existing Children's Home has the required space available within the premises, the same shall be provided to the Committee. However, in districts where there is no Children's Home or the existing Children's Home has no space for the CWC, the ICPS will provide funds for constructing or renting suitable premises for the CWC.

The Committee shall hold its sittings in one room and the other room should be used as a waiting room for children and families. The room where the CWC holds its sittings should be, equipped with necessary furniture and equipment, be well lit and have a child friendly environment. The waiting room should have provisions for drinking water and some indoor recreation facilities for children.

**3. Estimated Cost**

The Scheme shall provide two types of grants for setting up CWCs, i) Construction and Maintenance Grant and ii) Maintenance Grant. While under the construction and maintenance grant, the scheme shall support State Governments/UT's in construction of a new accommodation for the CWCs also; under the maintenance grant support shall be provided for day to day functioning of the CWCs only. The budget estimates for both types of grants shall be as under:

**i) Construction and Maintenance Grant**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Construction of 2 rooms of 300 sq. feet each @ Rs. 600/- per sq feet, as and when required (Rs. 600x600 sq. ft.)	3,60,000/-
2.	Furniture and equipments	35,000/-
3.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one Printer cum Scanner @ Rs. 10000/-	45,000/-
4.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	5,000/-
	<b>Total</b>	<b>4,45,000/-</b>
<b>B. Recurring Expenditure</b>		
5.	Traveling/meeting allowance or honorarium @ Rs. 500/- per meeting for Chairperson (Rs. 500 x 12 meetings per month x 12 months)*	72,000/-
6.	Traveling/meeting allowance or honorarium @ Rs. 500/- per meeting per member for 4 members (Rs. 500 x 12 meetings per month x 12 months x 4 members)*	2,88,000/-
7.	Salary of One Assistant cum Data Entry Operator @ Rs. 5,000/-	60,000/-
8.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 3,000/- per month (Subject to actuals)	36,000/-
9.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 1,500/- per month (Subject to actuals)	18,000/-
	<b>Total</b>	<b>4,74,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>9,19,000/-</b>

**ii) Maintenance Grant**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture	35,000/-
2.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one Printer cum Scanner @ Rs. 10,000/-	45,000/-
3.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	5,000/-
	<b>Total</b>	<b>85,000/-</b>
<b>B. Recurring Expenditure</b>		
4.	Rent for hiring building for running Children's Home @ Rs. 5,000/- per month (Subject to actuals)*	60,000/-
5.	Traveling/meeting allowance or honorarium @ Rs. 500/- per meeting for Chairperson (Rs. 500 x 12 meetings per month x 12 months)**	72,000/-
6.	Traveling/meeting allowance or honorarium @ Rs. 500/- per meeting per person for 4 members (Rs. 500 x 12 meetings per month x 12 months x 4 members)*	2,88,000/-
7.	Salary of One Assistant cum Data Entry Operator @ Rs. 5,000/-	60,000/-
8.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 3,000/- per month (Subject to actuals)	36,000/-
9.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 1,500/- per month (Subject to actuals)	18,000/-
	<b>Total</b>	<b>5,34,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>6,19,000/-</b>

\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.10000/- per month.

\*\* CWC shall meet at least thrice in a week and the minimum duration of a sitting should of 4 hours.

**Note:**

The Children's Home where the CWC is holding its proceedings shall provide support of counsellor and peon to the CWC on those days when they are sitting. DCPS will also provide legal and counseling support where necessary.

**Guidelines for setting up of Juvenile Justice Boards (JJBs)****1. Location of JJB**

As provided by the Juvenile Justice (Care and Protection of Children) Act, 2000, the Juvenile Justice Board should hold its sittings in the premises of an Observation Home.

**2. Space and Infrastructure**

As provided by the scheme, the newly constructed Observation Homes shall have two rooms of 300 Sq. ft. each for the JJB. Districts where Observation Home already exists, the required space for the JJB shall be made available within the premises. Where there are no Observation Homes, provisions for rooms for the JJB have been made in the construction budget of the Observation Homes.

The Board shall hold its sittings in one room and the other room should be used as a waiting room for children and families. The room where the Board holds its sittings should be equipped with necessary furniture and equipment should be well lit and have a child friendly environment. The waiting room should have provisions for drinking water and some indoor recreation facilities for children.

**3. Estimated Cost**

The Scheme shall provide two types of grants for setting up JJBs, i) Construction and Maintenance Grant and ii) Maintenance Grant. While under the construction and maintenance grant, the scheme shall support State Governments/UT's in construction of a new accommodation for the JJBs also; under the maintenance grant support shall be provided for day to day functioning of the JJBs only. The budget estimates for both types of grants shall be as under:

**i) Construction and Maintenance Grant**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Construction of 2 rooms of 300 sq. feet each @ Rs. 600/- per sq feet, as and when required (Rs. 600x600 sq. ft.)	3,60,000/-
2.	Furniture	35,000/-
3.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one Printer cum Scanner @Rs.10000/-	45,000/-
4.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	5,000/-
	<b>Total</b>	<b>4,45,000/-</b>
<b>B. Recurring Expenditure</b>		
5.	Traveling/meeting allowance or honorarium for 2 Social Workers @ Rs. 500/- per sitting (Rs. 500 x 20 meetings per month x 12 months x 2 members)*	2,40,000/-
6.	Salary of One Assistant cum Data Entry Operator @ Rs. 5,000/- per month	60,000/-
7.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 3,000/- per month (Subject to actuals)	36,000/-
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 1,500/- per month (Subject to actuals)	18,000/-
	<b>Total</b>	<b>3,54,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>7,99,000/-</b>

**ii) Maintenance Grant**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (in Rs.)</b>
<b>A. Non-recurring Expenditure</b>		
1.	Furniture	35,000/-
2.	One Computer with Web Cam and UPS @ Rs. 35,000/- and one Printer cum Scanner @ Rs. 10,000/-	45,000/-
3.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	5,000/-
	<b>Total</b>	<b>85,000/-</b>
<b>B. Recurring Expenditure</b>		
4.	Rent for hiring building for running Children's Home @ Rs. 5,000/- per month (Subject to actuals)*	60,000/-
5.	Traveling/meeting allowance or honorarium for 2 Social Workers @ Rs. 500/- per sitting (Rs. 500 x 20 meetings per month x 12 months x 2 members)**	2,40,000/-
6.	Salary of One Assistant cum Data Entry Operator @ Rs. 5,000/- per month	60,000/-
7.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 3,000/- per month (Subject to actuals)	36,000/-
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 1,500/- per month (Subject to actuals)	18,000/-
	<b>Total</b>	<b>4,14,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>4,99,000/-</b>

\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 10,000/- per month.

\*\* JJB shall meet on all working days of a week and the minimum duration of a sitting should of 5 hours.

Note: The Observation Home where the JJB is holding its proceedings shall provide support of counsellor and peon to the JJB on those days when they are sitting. DCPS will also provide legal and counseling support where necessary.

## **Guidelines for setting up of State and District Child Protection Society**

### **1. Roles and responsibilities of DCPS:**

**1.1. District Magistrate:** The DCPS shall function under the overall administrative control and supervision of the District Magistrate of the concerned district. The District Magistrate shall be responsible for overall coordination for the effective implementation of ICPS and all other child protection policies and programmes at the district level. He/she shall be assisted by the DCPC of which he/she shall be the Co-Chairperson along with the Chairperson Zila Parishad who will be the Chairperson of the DCPC.

**1.2. District Child Protection Officer (DCPO):** The DCPO shall function as the head of the District Child Protection Society and shall be responsible for carrying out all the functions of the District Child Protection Society at the district level. The DCPO shall be appointed either by deputation or on contract. In districts where a District level Officer of the line department implementing the scheme (Social Welfare/Women and Child Development) is available he/she will function as the DCPO. In districts where such officer does not exist, the post of DCPO will be filled by deputation/contract.

He/she shall coordinate and supervise implementation of the ICPS and all other child protection activities at district level including monitoring and supervision of all institutions/agencies/projects/programmes/NGOs and shall report to SCPS at the State level. For the purpose of coordinating non-institutional care programme at district level, he/she shall report to SARA at the State level. The DCPO shall be responsible for coordinating development of an Annual District Child Protection Plan, resource directory of child related services and child tracking system at the district level. He/she shall also be coordinating and networking with all the line departments/officers including: District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officer, Education Officer, Chief Medical Officer (CMO), Municipal Authorities and Members of Zila Parishad and other local bodies. Besides, he/she shall also coordinate with the Voluntary Organizations, Hospitals/Nursing Homes, Child Welfare Committee, Juvenile Justice Board, CHILDLINE and other authorities at district levels who have direct or indirect impact on child protection programmes/services at district level. He/she shall head the Home Management Committee of every institution in the district and recommend suitable institutions for release of grants from the SCPS. He/she shall conduct a monthly review meeting with all stakeholders including representatives of community and local bodies as well as media at the district level.

**1.3. Protection Officer (Institutional Care):** Under the supervision of the DCPO, the Protection Officer (Institutional Care) would ensure effective implementation of child protection programmes and policies relating to children in need of care and protection at the district and local levels. He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. Every district shall have a maximum of three Protection Officers (Institutional Care) on the basis of geographical spread and child population of the district. In case the Child Welfare Committee has a heavy case load, the State Government can appoint one full time Protection Officer to the Committee.

The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include:

- (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her;

- (ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- (iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected;
- (iv) Ensure setting up and management of the child tracking system of all institutional care programme including Open Shelters in the district;
- (v) Support CWC in the process of inquiry and restoration of children;
- (vi) Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2000 and its Amendment Act, 2006;
- (vii) Supervision and monitoring of all child care organizations/institutions/agencies, both Govt. & NGO run (with or without support), housing children and ensure implementation of minimum standards of care;
- (viii) Supervision and monitoring of other child protection programmes being implemented at district level;
- (ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district level in coordination with State Child Protection Unit;
- (x) Preparing and submitting a monthly report to the DCPO.

**1.4. Protection Officer (Non-Institutional Care):** Under the supervision of the DCPO, the Protection Officer (Non-Institutional Care) would ensure effective implementation of the non-institutional components of ICPS relating to sponsorship, foster-care, adoption, after-care and cradle baby scheme. Every district shall have a maximum of three Protection Officers (Non-Institutional Care) on the basis of geographical spread and child population of the district. The specific roles and responsibilities of a Protection Officer (Non-Institutional Care) shall include:

- (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required;
- (ii) Support SARA in identifying adoptable children from the district and preparing a district-level database of adoptable children;
- (iii) Promote and facilitate adoption in the district with the help of SAA by:
  - a) Registering and maintaining database of adoptable children and PAPs for in-country adoption;
  - b) Promoting in-country adoption within the district;
  - c) Monitor adoption placement and ensure that the SAAs provide post placement support and follow up.
- (iv) Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system;
- (v) Carryout family based non-institutional care through foster care, sponsorship and after care programmes;
- (vi) Carryout resource mapping and contribute in development of a District Child Protection Plan and a resource directory of child related services for non-institutional care at the district level on the basis of data collected;
- (vii) Function as the Nodal Officer for the child tracking system in the district;
- (viii) Support CWC in the process of inquiry and restoration of children;
- (ix) Supervise and monitor all child care institutions including SAAs in the district
- (x) Coordinate with SARA and SCPU for training and building capacities of all personnel (Government and Non-government) involved in non-institutional service to children;
- (xi) Submit quarterly report to the SARA on status of adoption programme in the district.

**1.5. Legal cum Probation Officers:** Under the supervision of the DCPO, the Legal cum Probation Officer shall coordinate and supervise all the programmes and activities relating to Juveniles in Conflict with law. He/she would provide support to JJB at district levels. Every district shall have

a maximum of three Legal cum Probation Officers<sup>8</sup> on the basis of geographical spread and child population of the district. In case the Juvenile Justice Board has a heavy caseload, the State Government can appoint one full time Legal cum Probation Officer to the Board. The specific roles and responsibilities would include:

- (i) Collect and compile data on dimensions of the juvenile delinquency in the district;
- (ii) Attend proceedings of the JJB regularly ;
- (iii) Support JJB in conducting inquiries;
- (iv) Prepare and submit social investigation reports;
- (v) Maintain case files and other registers;
- (vi) Escort juveniles to a home/fit person/fit institution from the JJB;
- (vii) Undertake follow up visits of juveniles released under supervision and after release;
- (viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles.

The Legal cum Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/she would be responsible for providing free legal aid services to children/juveniles. He/she shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required.

**1.6. Counsellor:** Each Child Protection Society at District level shall have a counsellor for providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counsellor shall also work with the CWC and JJB at district level as and when required.

**1.7. Social Worker:** Each Child Protection Society shall have two Social Workers (one woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions. The two Social Workers, of which one shall be a woman, shall also assist the SJPU in discharging their duties as and when required.

**1.8. Outreach Workers:** Each Child Protection Society at district level shall have three Outreach Workers reporting to Protection Officers and Legal cum Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities.

They shall work as a link between the community and the District Child Protection Society and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkages with the Aanganwadi Workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth for involving them in to the child protection programme at block and community levels.

## **2. Roles and responsibilities of SCPS:**

**2.1 Secretary:** The State Child Protection Society shall be functioning under the overall administrative control and supervision of the State Secretary currently dealing with child welfare/development programmes, in the State Government/UT Administration. He/she shall spearhead the effective implementation of ICPS and all other child protection policies and programmes at the State/UT by facilitating formulation of the State Child Protection Policy and State Plan of Action for Children. He/she shall also ensure setting up of State Commission for Protection of the Rights of the Child, Child Welfare Committees, Juvenile Justice Boards and Special Juvenile Police Units in every district. The Secretary shall also ensure compulsory licensing of all voluntary/charitable organizations housing children under the Juvenile Justice Act, 2000. He/she shall

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<sup>8</sup> Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal cum Probation Officers.

facilitate inter-sectoral convergence with allied departments like home, health, labour, education, State AIDS Control Society, social welfare, women and child development, youth services among others. The Secretary is empowered to take all administrative decisions pertaining to the implementation of the ICPS and related fund disbursement.

The State Secretary shall head a **Project Sanctioning Committee** set up for examining and clearing proposals/ projects submitted by the voluntary organizations under the different programme components of the ICPS. The financial powers will be vested in the Secretary and he/she shall be the final authority at State/UT level to authorize funds disbursement under ICPS.

**2.2 Director/Commissioner Child Protection:** He/she shall function as the administrative head of the Society at the State level and shall be responsible for management, supervision and monitoring of the overall functioning of the Society as well as the implementation of the ICPS. He/she shall supervise the work of the State Child Protection Society, the State Adoption Resource Agency (SARA) and all the District Child Protection Societies (DCPSs) of the State/UT. The Director/Commissioner shall be responsible for ensuring effective implementation of ICPS and other child protection policies and programmes at the State, district and local levels with the assistance of all personnel of the SCPS. The Director/Commissioner child protection shall ensure timely release of funds to concerned agencies/organizations implementing ICPS and other child protection programmes at state and district levels. He/she shall also supervise and monitor utilization of funds allocated under ICPS.

**2.3 Programme Manager (Child Protection):** The Programme Manager, Child Protection shall be responsible for coordinating and supervising programmes and services for children in need of care and protection and juveniles in conflict with law at State levels, with the help of Programme Officer [Children in Need of Care and Protection (CNCPP)], Programme Officer [Juvenile in Conflict with Law (JCL)] and the District Child Protection Societies. He/she shall also facilitate and support the functioning of statutory bodies under the Juvenile Justice Act, viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board, etc. The Programme Manager (Child Protection) shall also ensure supervision and monitoring all the institutions/agencies housing children in the State. The Programme Manager (Child Protection) shall also provide all necessary support to the Director/Commissioner, Child Protection in rolling out funds for implementing programmes and services for children in need of care and protection and juveniles in conflict with law at state level.

**2.4 Programme Manager (Training, IEC & Advocacy):** He/she shall be responsible for coordinating and supervising all training and capacity building programmes for functionaries under ICPS at State level. With the assistance of Programme Officer (Training), he/she shall be responsible for assessing the training needs of all functionaries (Government & NGOs) and allied systems (including police, judiciary, concerned government departments, voluntary organisation and general public), and accordingly plan, coordinate and implement training and capacity building programmes at State levels. He/she shall liaison with NIPCCD and its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state level.

The Programme Manager (Training, IEC & Advocacy) shall also be responsible for all IEC and Advocacy programmes of the State Child Protection Society. He/she shall coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child marriage, female foeticide, discrimination against girl child, etc. at state and district levels with the support of Programme Officer (IEC & Advocacy) and the District Child Protection Societies. The Programme Manager (Training, IEC & Advocacy) shall also be responsible for assessing the IEC requirements of the State and develop appropriate advocacy plan and media strategy on child protection, with the support of Programme Officer (IEC & Advocacy) to increase public understanding of rights of the child.



**2.5 Programme Officer (CNCP):** He/she shall function under the overall supervision of the Programme Manager (Child Protection) and shall assist him in coordination of all child protection activities pertaining to children in need of care and protection by the State Child Protection Society. He/she shall also be responsible for coordinating with all the DCPS for implementing, supervising and monitoring all child protection activities pertaining to children in need of care and protection at State and District levels.

**2.6 Programme Officer (JCL):** He/she shall function under the overall supervision of the Programme Manager (Child Protection) and shall assist him in coordination of all child protection activities pertaining to juveniles in conflict with law by the State Child Protection Society. He/she shall also be responsible for coordinating with all the District Child Protection Societies for implementing, supervising and monitoring all child protection activities pertaining to juveniles in conflict with law at State and District levels.

**2.7 Programme Officer (Training):** He/she shall support the Programme Manager (Training, IEC & Advocacy) in coordinating and supervising training and capacity building programmes for functionaries under ICPS at State and district levels. He/she shall provide assistance in assessing the training needs of all functionaries (Government & NGOs) and allied systems, and assist in planning, coordination and implementation of all training and capacity building programmes at State levels.

**2.8 Programme Officer (IEC & Advocacy):** He/she shall support the Programme Manager (Training, IEC & Advocacy) in coordinating and supervising all IEC and advocacy initiatives on child protection at State and district levels. He/she shall provide assistance in assessing the need for IEC materials and other necessary tools for effective implementation, monitoring and evaluation of all child protection programmes at State and district levels in coordination with the DCPS.

### **3. Selection and Appointment Process:**

A programme of this magnitude and nature requires a team of dedicated professionals to establish and run ICPS successfully. It is felt that creation of permanent government structures will not be able to deliver effective child friendly protection services at the State, district or local levels. Therefore, it has been consciously decided to constitute State and District level Societies which will have personnel on a contractual basis. All the personnel hired by these Societies will be employees of the Society and not the government and shall be engaged based on the terms and conditions of services laid down in the implementation manual of the ICPS developed by the Ministry of Women and Child Development.

In order to appoint competent and professionally qualified personnel, the contractual posts would be advertised through national/local dailies and personnel recruited on the basis of qualifications, experience, high degree of motivation and commitment to children's causes. Individual terms of reference (TOR) will be drawn up for each post by the State Government. This will give State Governments the flexibility to appoint people with State specific requirements. For example, if child marriage is a specific problem of a State/District then such a requirement could be built into the TOR of personnel appointed at that State/District. Every personnel shall have a contract of 3 years, extendable by 2 years on the basis of performance appraisal reports. A review of the performance of each personnel shall be undertaken every year at the state level by the State Secretary dealing with the ICPS and at district level by the District Magistrate.

A Selection Committee constituted by the State Secretary dealing with ICPS shall recruit the technical and support staff of the State Child Protection Society and State Adoption Resource Agency.

For appointment of staff of the District Child Protection Society, the District Magistrate shall head the Selection Committee. The other members of this selection committee shall include:

- (i) Programme Manager (Child Protection), State Child Protection Society

- (ii) Programme Manager (Adoption, Foster Care & Sponsorship), State Adoption Resource Agency
- (iii) Chairperson/Member, Juvenile Justice Board
- (iv) Chairperson/Member, Child Welfare Committee
- (v) One expert in the area of Child Protection/ Child Rights/ Social Welfare

Once the DCPO is appointed, either by deputation or contract, he/she shall also be part of the selection committee for appointment of other personnel of the DCPS.

#### 4. Building and Infrastructure:

The State and District Child Protection Societies shall be provided with adequate space, approximately 2000 square feet, and infrastructure by the concerned State Governments at State and District headquarters to carry out their roles and responsibilities. The State Society may function from the premises of the State Department working on the child protection/welfare issues in the State. The District Society may function from the premises of the concerned department at district level. The Central Government shall provide financial support to the State Governments in establishment and functioning of these Societies. In case the State Government or district administration is unable to provide space for State/District Child Protection Society, the Society shall function from a rented building.

#### 3. Estimated Cost

##### 3.1 District Child Protection Society:

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, etc.)	1,50,000/-
2.	Five Computers with Web Cam and UPS @ Rs. 35,000/- and Two Printers cum Scanners @ Rs. 10,000/-	1,95,000/-
	<b>Total (A)</b>	<b>3,45,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	<b>Staff Salary</b>	
	1 District Child Protection Officer (DCPO) @ Rs. 19,000/- per month**	2,28,000/-
	1 Protection Officers, Institutional Care @ Rs. 12,000/- per month	1,44,000/-
	1 Protection Officer, Non-Institutional Care @ Rs. 12,000/- per month	1,44,000/-
	1 Legal cum Probation Officer @ Rs. 12,000/- per month	1,44,000/-
	1 Counsellors @ Rs. 8,000/- per month	96,000/-
	2 Social Worker @ Rs. 8,000/- per month	1,92,000/-
	1 Accountant @ Rs. 8,000/- per month	96,000/-
	1 Data Analyst @ Rs. 8000/-	96,000/-
	1 Assistant cum Data Entry Operator @ Rs. 5000/- per month	60,000/-
	2 Outreach Workers @ Rs. 4,000/- per month***	96,000/-
	<b>Total Salary</b>	<b>12,96,000/-</b>
4.	<b>Rent for hiring the space at district level (if not provided by the District Administration) @ Rs 7,500/- per month x 12 months (as per actuals)*</b>	90,000/-
5.	Travel allowance for DCPS staff at State/UT Government rates****	3,00,000/-
6.	Fund for repatriating children- (subject to actuals)	2,00,000/-
7.	District Sponsorship and Foster Care Fund	5,00,000/-
8.	After Care Fund @ Rs. 2,000/- per child	1,00,000/-
9.	Advocacy and awareness- organizing camps, melas for community awareness and sensitization	2,00,000/-
10.	Sensitisation and capacity building of all stakeholders such as Police, PRI members etc.	4,00,000/-
11.	Situation Analysis & mapping of district, preparation of annual district plans, resource mapping, preparation of resource directory, child tracking etc.	3,00,000/-

12.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)	1,00,000/-
13.	Contingency Fund	2,00,000/-
	<b>Total (B)</b>	<b>36,86,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>40,31,000/-</b>

\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.15,000/- per month

\*\* Either by deputation or contract, the officer on deputation will draw his salary according to government rules/scale

\*\*\*Number of outreach workers can be increased upto a maximum of 5 on the basis of population and geographical spread of district.

\*\*\*\* The staff of the Society shall be entitled to stay in State infrastructure.

### 3.2 State Child Protection Society:

#### i) Estimated budget for States with 15 or less than 15 districts:

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,50,000/-
2.	7 Computers with UPS & Web Cam @ Rs. 35,000/- per system and 3 Printers cum Scanners @ Rs. 10000/-	2,75,000/-
	<b>Total</b>	<b>5,25,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	<b>Staff Salary</b>	
	1 Programme Managers @ Rs. 20,000/- per month	2,40,000/-
	2 Programme Officers @ Rs. 15,000/- per month	3,60,000/-
	1 Accountants Officer @ Rs. 10,000/- per month	1,20,000/-
	1 Accountant @ Rs. 8,000/- per month	96,000/-
	2 Assistants cum Data Entry Operator @ Rs. 5,000/- per month	1,20,000/-
	<b>Total</b>	<b>9,36,000/-</b>
4.	Travel allowance for SCPS staff at State/UT Government rates*	5,00,000/-
5.	Rent for Office Premises @ Rs. 10,000/- per month (as per actual)**	1,20,000/-
6.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)- Subject to actuals	80,000/-
7.	Training Funds for organizing programmes at block, district and state levels for different categories of functionaries	10,00,000/-
8.	Research and Documentation	5,00,000/-
9.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actuals)	10,00,000/-
10.	General Grant-in-aid for supporting innovative projects and issues not covered under regular programme components of the ICPS	10,00,000/-
11.	Contingency Fund	2,50,000/-
	<b>Total</b>	<b>53,86,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>59,11,000/-</b>

\* The staff of the Society shall be entitled to stay in State infrastructure.

\*\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 25,000/- per month

**ii) Estimated budget for States with more than 15 districts:**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,50,000/-
2.	13 Computers with UPS & Web Cam @ Rs. 35,000/- per system and 3 Printers cum Scanners @ Rs. 10,000/-	4,85,000/-
	<b>Total</b>	<b>7,35,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	<b>Staff Salary</b>	
	2 Programme Managers @ Rs. 20,000/- per month	4,80,000/-
	4 Programme Officers @ Rs. 15,000/- per month	7,20,000/-
	1 Accountants Officer @ Rs. 10,000/- per month	1,20,000/-
	1 Accountant @ Rs. 8,000/- per month	96,000/-
	4 Assistants cum Data Entry Operator @ Rs. 5,000/- per month	2,40,000/-
	1 Accounts Assistant @ Rs. 5,000/- per month	60,000/-
	<b>Total</b>	<b>17,16,000/-</b>
5.	Travel allowance for SCPS staff at State/UT Government rates*	10,00,000/-
6.	Rent for Office Premises @ Rs. 15,000/- (as per actuals)**	1,80,000/-
7.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)- Subject to actuals	1,20,000/-
8.	Training Funds for organizing programmes at block, district and state levels for different categories of functionaries	20,00,000/-
9.	Research and Documentation	7,50,000/-
10.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actuals)	20,00,000/-
11.	General Grant-in-aid for supporting innovative projects and issues not covered under regular programme components of the ICPS	20,00,000/-
12.	Contingency Fund	5,00,000/-
	<b>Total</b>	<b>1,02,66,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>1,10,01,000/-</b>

\* The staff of the Society shall be entitled to stay in State infrastructure.

\*\* In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 25,000/- per month

## **Guidelines for setting up of State Adoption Resource Agency (SARA)**

### **1. Roles and responsibilities:**

**1.1 Programme Manager (Adoption, Foster Care and Sponsorship):** He/she shall be responsible for coordinating and supervising all non-institutional care programmes at the State level. He/she shall supervise the adoption programme, foster care and sponsorship services for children in need of care and protection carried out in the State with the help of the District Child Protection Societies, Child Welfare Committees, ACAs and SAAs. He/she shall ensure implementation of all the duties, roles and responsibilities envisaged for the State Adoption Resource Agency including:

- (i) Coordinate, monitor and develop the adoption programme in the State;
- (ii) Facilitate the setting up of ACAs where they do not exist and recommend to CARA for recognition;
- (iii) Facilitate the setting up of SAAs, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
- (iv) Ensure that all adoptions/permanent placements of children are done in accordance with the Laws & Guidelines of the Supreme Court of India and Government of India;
- (v) Promote in-country and regulate inter-country adoptions in coordination with CARA;
- (vi) Maintain a centralized (state-specific) web-based database of adoptable children with the help of District Child Protection Societies and ACAs as a part of the child tracking system;
- (vii) Maintain a centralized (state-specific) web-based database of prospective adoptive parents with the help of District Child Protection Societies and ACAs;
- (viii) Supervise the work of ACAs and SAAs and ensure coordination between them within State;
- (ix) Ensure that all PAPs are registered at DCPS/ SAA/ ACA/ SARA;
- (x) Provide comprehensive adoption data to CARA on monthly basis;
- (xi) Ensure sensitization of all agencies and allied systems;
- (xii) Enhance capacity of those working in the adoption system;
- (xiii) Take necessary punitive action when malpractices occur in the adoption programme whether by licensed /recognized adoption agencies or by unlicensed individuals or organizations;
- (xiv) Advocacy and awareness for promoting adoptions in the State;
- (xv) Develop and disseminate IEC materials.

**1.2 Programme Officer:** He/she shall work under the overall supervision of the Programme Manager (Adoption, Foster Care and Sponsorship) to assist him/her in supervision and monitoring of all the adoption programmes, foster care and sponsorship services for children in need of care and protection in the state.

### **2. Building and Infrastructure:**

The State Adoption Resource Agency shall be provided with adequate space and infrastructure by the SCPS to carry out its roles and responsibilities. The State Adoption Resource Agency shall function from the premises of the SCPS. The Central Government shall provide financial support to the State Governments in establishment and functioning of the SARA.

**3. Estimated Cost**

Sl. No.	Item	Amount (in Rs.)	
		States with 15 or less than 15 districts	States with 16 or more than 16 districts
<b>A. Non-recurring Expenditure</b>			
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	1,50,000/-	1,50,000/-
2.	3 Computers with UPS & Web Cam @ Rs. 35,000/- per system and 2 Printers cum Scanners @ Rs. 10,000/-	1,25,000/-	1,25,000/-
	<b>Total</b>	<b>2,75,000/-</b>	<b>2,75,000/-</b>
<b>B. Recurring Expenditure</b>			
3.	<b>Staff Salary</b>		
	1 Programme Managers @ Rs. 20,000/- per month	2,40,000/-	2,40,000/-
	1 Programme Officer* @ Rs. 15,000/- per month	1,80,000/-	1,80,000/-
	1 Accountant @ Rs. 8,000/- per month	96,000/-	96,000/-
	1 Programme Assistant @ Rs. 5,000/- per month	60,000/-	60,000/-
	<b>Total</b>	<b>5,76,000/-</b>	<b>5,76,000/-</b>
4.	Travel allowance for SARA staff at State/UT Government rates**	2,00,000/-	5,00,000/-
5.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	3,00,000/-	5,00,000/-
6.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)	80,000/-	1,20,000/-
7.	Contingency Fund	1,00,000/-	1,50,000/-
	<b>Total</b>	<b>12,56,000/-</b>	<b>18,46,000/-</b>
	<b>Total Expenditure (A+B)</b>	<b>15,31,000/-</b>	<b>21,21,000/-</b>

\*Number of Programme Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT

\*\* The staff of the Society shall be entitled to stay in State infrastructure.

**Note:** SARA should be housed in the same premises as SCPS. Therefore there is no provision for rent.

## **Setting up of Child Protection Division in the NIPCCD and its Four Regional Centres at Bangalore, Guwahati, Indore and Lucknow**

In view of the transfer of all Child Protection Schemes from the Ministry of Social Justice & Empowerment to the Ministry of Women and Child Development (MWCD), the training and capacity building of functionaries working in the child protection sector and research and documentation pertaining to the subject has also come to MWCD by virtue of being the nodal Ministry for care and protection of children.

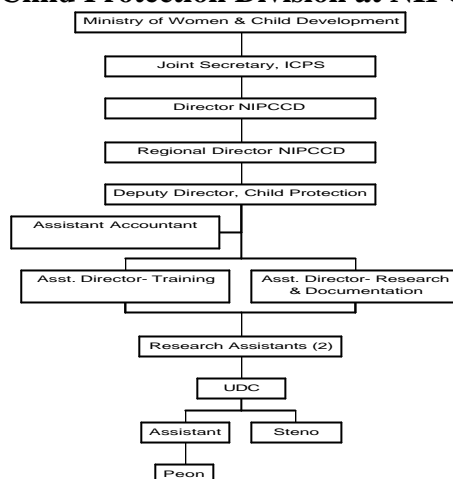
NIPCCD, along with its regional centers, has been entrusted with the responsibility of training, capacity building and research and documentation on child protection. However at present the NIPCCD and its regional centre do not have the manpower or the capacity to carryout this responsibility. Therefore their capacity needs to augmented and strengthened for taking up this nodal responsibility. ICPS proposes to create a Child Protection Division within NIPCCD Headquarters and in each of its Regional Centres.

### **1. Regional Centres of NIPCCD:**

In order to promote and facilitate effective implementation of the ICPS and all other child protection policies and programmes at regional levels, the regional centers of NIPCCD shall function as the Regional Resource Centres for Child Protection. The scheme (ICPS) shall support setting up of a Child Protection Section within all four Regional Centres of NIPCCD to carry out following roles and responsibilities:

- (i) Support NIPCCD in carrying out its roles and responsibilities relating to child protection;
- (ii) Support SCPSs within its geographical region in carrying out training needs assessment, development of state-specific training action plan and its implementation;
- (iii) Carry out Regional Training of Trainers (TOT) Programmes for developing a pool of master trainers in the region on child protection issues;
- (iv) Carry out specialised regional consultations and training programmes to facilitate sharing of best practices, sensitizing members of the allied systems, exchange programmes to facilitate sharing of ideas, etc.;
- (v) Carry out specialised sensitization programmes for officials of the line departments including police, labour, education, health, social welfare, women and child development, etc.;
- (vi) Developing training curricula and modules on child protection issues in regional languages;
- (vii) Facilitating evidence based research and documentation at regional levels in collaboration with all SCPSs and SARAs in the region;
- (viii) Documenting best practices at regional level;
- (ix) Promoting research on child protection issues.

### 1.1. Structure of the Child Protection Division at NIPCCD Regional Centres:



### 1.2. Estimated Cost (Regional Centres)

Sl. No.	Item	Amount (in Rs.)
<b>1.</b>	<b>Salary:</b>	
<b>A. Staff for four Regional Centres:</b>		
	One Deputy Director Child Protection (10,000-325-15,200)	3,00,000/-
	One Assistant Director – Training (8,000-275-13,500)	2,50,000/-
	One Assistant Director-Research & Documentation (8,000-275-13,500)	2,50,000/-
	Two Research Assistants (5,500-175-9,000)	3,50,000/-
	One Assistant Accountant (4,500-125-7,000)	1,45,000/-
	One UDC (4,000-100-6,000)	1,25,000/-
	One Assistant (5,000-150-8,000)	1,50,000/-
	One Steno (Grade-III) (4,000-100-6,000)	1,25,000/-
	One Peon (2,550-55-2,660-60-3,200)	80,000/-
	Total	17,75,000/-
	<b>Total Salary for 4 Regional Centres (Rs. 17,75,000X4)</b>	<b>71,00,000/-</b>
<b>B. Additional Staff for Regional Centre Indore:</b>		
	One UDC (4,000-100-6,000)	1,25,000/-
	Two LDCs (3,050-75-3,950-80-4,590)	1,90,000/-
	One Steno (Grade III) (4,000-100-6,000)	1,25,000/-
	One Peon (2,550-55-2,660-60-3,200)	80,000/-
	Total	5,20,000/-
	<b>Grand Total Salary (A+B)</b>	<b>76,20,000/-</b>
<b>2.</b>	<b>Furniture and other equipments:</b>	
	Table, Chairs, Cupboards and other office furniture for all Officers and other staff members	50,000/-
	5 Computers with UPS @ Rs. 35,000/- and 2 Printers cum Scanners @ Rs. 10000/-	1,95,000/-
	1 Photocopier @ Rs. 2,50,000/-	2,50,000/-
	1 Fax Machine @ Rs. 25,000/-	25,000/-
	Total	5,20,000/-
	<b>Total Furniture and other equipments for 4 regional centers (Rs. 5,20,00/- x 4)</b>	<b>20,80,000/-</b>
<b>3.</b>	<b>Training and capacity building of personnel (@ Rs. 20.00 lakhs per regional center x 4)</b>	<b>80,00,000/-</b>
<b>4.</b>	<b>Research and documentation (@ Rs. 10 lakhs per regional center x 4)</b>	<b>40,00,000/-</b>
<b>5.</b>	<b>Administrative expenses (@ Rs. 5.00 lakhs per regional center x 4 regional centers)</b>	<b>20,00,000/-</b>
<b>6.</b>	<b>Miscellaneous contingency 3% of the total (item no. 1 to 5)</b>	<b>7,11,000/-</b>
	<b>Grand Total</b>	<b>2,44,11,000/-</b>

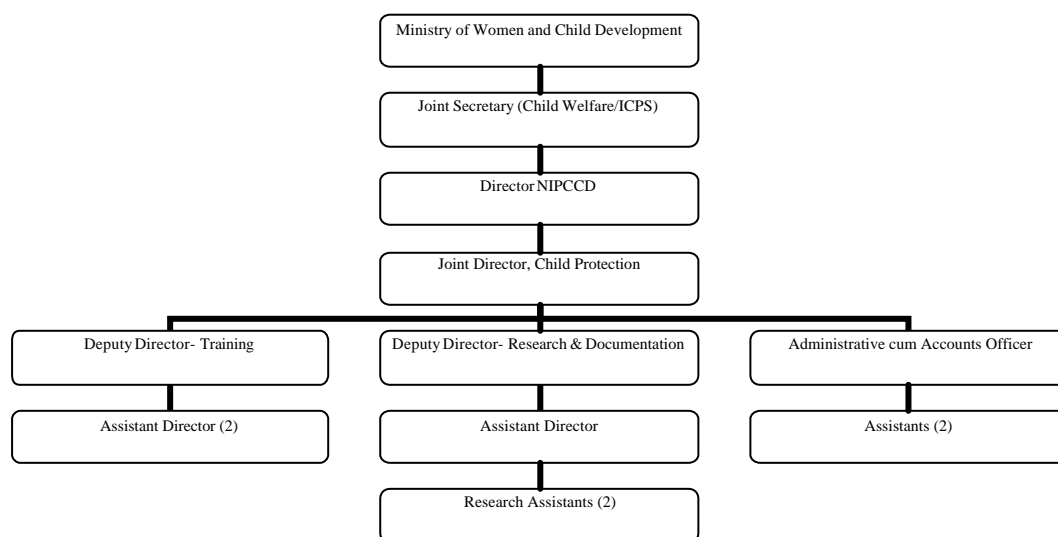


## 2. NIPCCD Headquarters:

NIPCCD shall function as the Nodal Organisation and the National Resource Centre on Child Protection issues. The institute shall strengthen implementation of ICPS by facilitating training/capacity building, research and documentation as well as evaluation of the programme at national level. The scheme (ICPS) shall support setting up of a Child Protection Division within NIPCCD to function as the National Resource Centre on Child Protection and assist the Ministry of Women and Child Development in:

- (i) Developing Implementation Manual of ICPS and all IEC materials on child protection issues;
- (ii) Carrying out training and capacity building of service providers working under child protection system including:
  - a) National Training of Trainers (TOT) Programmes for developing a pool of master trainers in the region on child protection issues;
  - b) Specialised National Consultations and training programmes to facilitate sharing of best practices and exchange programmes to facilitate sharing of ideas, etc.;
  - c) Specialised sensitization programmes for officials of the line department including police, labour, education, health, social welfare, women and child development, etc. of the State/Central Government;
  - d) Development of training curricula/syllabi and modules on child protection issues;
- (iii) Facilitating evidence based research and documentation at national level in collaboration with its regional centers, SCPSs and SARAs by:
  - a) Documenting best practices at national level;
  - b) Promoting research on child protection issues.

### 2.1. Structure of the Child Protection Division at NIPCCD:



**2.2 Estimated Budget (NIPCCD):**

Sl. No.	Item	Amount (in Rs.)
<b>1.</b>	<b>Salary:</b>	
<b>Child Protection Section:</b>		
	One Joint Director, Child Protection (12,000-375-16,500)	3,60,000/-
	One Deputy Director (Training) – (10,000-325-15,200)	3,00,000/-
	One Deputy Director (Research & Documentation)- (10,000-325-15,200)	3,00,000/-
	Three Assistant Directors (8,000-275-13,300)	7,50,000/-
	One Administrative cum Accounts Officer (7,450-325-11,500)	2,40,000/-
	Two Research Assistants (5,500-175-9,000)	3,50,000/-
	Two Assistants (5,000-150-8,000)	3,00,000/-
	Two Peons (on contractual basis) – Consolidated salary Rs.5000/- p.m.	1,20,000/-
	<b>Total (A):</b>	<b>27,20,000/-</b>
<b>2.</b>	<b>Furniture and other equipments</b>	
	Table, Chairs, Cupboards, etc. for all Officers and other staff members	2,00,000/-
	10 Computers with UPS @Rs.35,000/- and 4 Printers cum Scanners cum Fax @Rs.10000/-	3,90,000/-
	1 Photocopier @Rs.2,50,00/-	2,50,000/-
	<b>Total:</b>	<b>8,40,000/-</b>
<b>3.</b>	<b>Training and Capacity Building</b>	1,00,00,000/-
<b>4.</b>	<b>Research and Documentation</b>	25,00,000/-
<b>5.</b>	<b>Administrative Expenses</b>	5,00,000/-
<b>6.</b>	Miscellaneous contingency 3% of the total (item no. 1 to 5)	4,96,800/-
	<b>Total</b>	<b>1,70,56,800/-</b>

## **Guidelines for Supporting CHILDLINE India Foundation (CIF) and its Four Regional Centres**

### **1. Support to CIF Headquarters - Mumbai**

The CHILDLINE India Foundation (CIF) is a voluntary organisation established by the Government of India in 1999 as the national level Agency to initiate and monitor the performance of CHILDLINE service in cities and districts across the country and to conduct training/sensitization, research and advocacy on child protection issues.

Under the ICPS, the CIF shall be given the status of a “Mother NGO” for running CHILDLINE Services in the country. The Ministry of Women and Child Development shall provide a bulk grant to CIF each year in two installments of 50% each, which shall be released by CIF to its partner NGOs. The Scheme shall also strengthen the capacity of CIF’s Headquarters in Mumbai.

#### **1.1. Roles and responsibilities:**

##### **1.1.1. Executive Director**

- (i) He/she is responsible for the efficient functioning of the entire organization;
- (ii) He/she will be the head of the Project Sanction Committee;
- (iii) He/she will approve all financial expenditure and ensure timely fund disbursement under the approval of the Finance Committee of CIF;
- (iv) He/she is responsible for reporting to the Governing Board of CIF on all matters and taking cognizance of the directions given by them from time to time;
- (v) He/she is responsible for the Coordination of the entire Childline service in the country and forwarding periodic reports to the MWCD;
- (vi) He/she is responsible for representing the organization at various forums at the national level and international level;
- (vii) He/she is the ambassador of the organization responsible for building and managing relationships with the Central Government, Corporate and other donors.

##### **1.1.2. General Manager (Programmes and Services):**

- (i) He/she will report to the Executive Director;
- (ii) He/she is responsible for the efficient functioning of all regional offices of CIF;
- (iii) He/she is responsible for ensuring that all targets of expansion and monitoring of Childline services are met across all regions;
- (iv) He/she is responsible for the performance of each Regional Office, ensuring quality control, and the standardization of services provided by Childline partners;
- (v) He/she is responsible for identification of training needs among Childline and CIF personnel, as well as for the personnel of other supportive structures (allied systems) in the city/district;
- (vi) He/she is a member of the Project Sanctioning Committee;
- (vii) He/she is responsible for mentoring the regional heads and ensuring that they meet their targets;
- (viii) He/she is responsible for ensuring timely flow of information and communication from CIF to the Regional Offices and vice versa;
- (ix) He/she is responsible for representing the organization at state and national level forums.

**1.1.3. Head: Administration and Finance:**

- (i) To establish a sustainable financial control system;
- (ii) To develop a strong MIS across the organization to ensure availability of financial information at any given point of time;
- (iii) To ensure that a comprehensive Process Manual is designed with complete clarity on all financial processes;
- (iv) To assist the Service Department in handling applications sent to GOI in respect of financial recommendations, scrutiny of accounts, etc.;
- (v) To exercise a complete budgetary control over funds received from different donors such as the GOI, Institutional Funders, Corporate, etc. A close monitoring of expenditures is expected;
- (vi) Constant follow up with GOI to ensure timely sanction of funds and forwarding utilization certificates;
- (vii) Streamlining the operations of CIF and to keep a tight monetary control on the budgets;
- (viii) Compliance on as submission of accounts and returns to the Tax Departments, Registrar of Societies/Charity Commissioner, etc.;
- (ix) Implementation of CIFs Human Resources Policy;
- (x) Provide necessary administrative support in relation to logistics of organizing Workshops, maintenance of assets such as Insurance documents and AMCS, procuring assets, repairs and maintenance, travel bookings, etc.

**1.1.4. Head: Research, Documentation and Training:**

- (i) To design and institutionalize Child Rights (CR) based program management & implementation systems within the organisation and within the network;
- (ii) To facilitate the functioning of other departments of CIF function and enable them to undertake CR based programme analysis & subsequent advocacy initiatives at different levels;
- (iii) To provide key inputs to the Services Department of CIF on program initiatives based on call analysis, secondary data, & research outcomes;
- (iv) To facilitate core decision making at the national and regional level by being a member of CIF Core Committee;
- (v) To lead a team of experts/professionals in the RDT Dept. & set goals vis-à-vis program reach & other initiatives;
- (vi) To represent the organization at the state and national level forums.

**1.1.5. Head: Awareness and Advocacy:**

- (i) Resource mobilization in accordance with annual targets determined by the Governing Board and Executive Director;
- (ii) Design and conduct donor relationship programmes;
- (iii) Conduct donor sensitization programmes in association with other departments of CIF;
- (iv) Generate awareness on the 1098 call service and the cause and credibility of CIF;
- (v) Brief external agencies and develop communication tools and material;
- (vi) Organise and coordinate national communication campaigns;
- (vii) Develop and maintain the CIF website and undertake web campaigns to enhance communication with donor agencies and the general public;
- (viii) Develop and anchor a Volunteer Management programme;
- (ix) Organise programmes for the sensitization of media personnel on the content of CIF interventions;
- (x) Managing public relations and interaction with media personnel to enhance the image of CIF.

**1.2. Estimated Budget (CIF's Headquarters -Mumbai)\*:**

Sl. No.	Component	Amount (in Rs.)
<b>1.</b>	<b>Salaries</b>	
	One Chief Executive Officer@ Rs. 80,000 per month	9,60,000/-
	One Executive Director @ Rs. 40,000/- per month	4,80,000/-
	One General Manager @ Rs. 25,000/- per month	3,00,000/-
	Four Heads @ Rs. 20,000/- per month	9,60,000/-
	Six Senior Programme Coordinators @ Rs. 18,000/-	12,96,000/-
	Seven Programme Coordinators @ Rs. 15,000/- per month	12,60,000/-
	Three Programme Assistants @ Rs. 10,000/- per month	3,60,000/-
	One Administrative Officer @ Rs. 15,000/- per month	1,80,000/-
	One Accounts Officer @ Rs. 15,000/- per month	1,80,000/-
	One Accountant @ Rs. 10,000/- per month	1,20,000/-
	One Administrative Assistant @ Rs. 7,500/- per month	90,000/-
	One Accounts Assistant @ Rs. 7,500/- per month	90,000/-
	Two Office Attendants @ Rs. 2,500/- per month	60,000/-
	<b>Total</b>	<b>63,36,000/-</b>
<b>2.</b>	<b>Administration costs</b>	
	Rent @ Rs. 5,00,000/- per month	60,00,000/-
	Contingencies (Telephone, electricity, postage, stationary, etc.) @ Rs. 20000/- per month	2,40,000/-
	Conveyance @ Rs. 20000/- per month	2,40,000/-
	Repairs & Maintenance	1,00,000/-
	Staff Development	60,000/-
	Misc	50,000/-
	<b>Admin expenses Total</b>	<b>66,90,000/-</b>
<b>3.</b>	<b>Programme related costs (CHILDLINE Service)</b>	
	Networking and Preparation visits /expenses	15,00,000/-
	Consultative Meets and Capacity building of personnel involved in Childline service across the country	25,00,000/-
	Field Action Research and ChildNet analysis	10,00,000/-
	Publications and IEC	10,00,000/-
	Centralized call Centre	50,00,000/-
	Advocacy, Awareness and Networking	50,00,000/-
	<b>Programme costs Total</b>	<b>1,60,00,000/-</b>
	Non Recurring Costs(furniture, equipment, recruitment)	30,00,000/-
	<b>Grand Total</b>	<b>3,20,26,000/-</b>

\*CIF would be free to increase any of the salaries/expenditure from the funds generated by them from other sources

**2. Support to four Regional Centres of CIF**

In the Eleventh Five Year Plan, the Ministry of Women and Child Development has proposed the expansion of CHILDLINE service in the country and has visualized setting up a CHILDLINE service in each district/city of the country by the end of the plan period. In order to achieve this vision, there is a need to strengthen, not only the headquarters of the CIF in Mumbai to take up the nodal responsibility, but also expand CIF at regional levels to facilitate easy coordination, implementation and supervision of the CHILDLINE service.

Under the ICPS, the Ministry would support setting up four Regional Centres of CIF at Delhi, Kolkata, Mumbai and Chennai for Northern, Eastern, Western and Southern Regions respectively.

These centers would report to the CIF Headquarters Mumbai and broadly have the roles and responsibilities:

- (i) Expand the Childline services to all districts in the states covered by each region
- (ii) Monitor the Childline service in all districts in the states covered by each region
- (iii) Undertake advocacy, training and research on child protection issues in the region

## **2.1. Roles and Responsibilities:**

### **2.1.1. Regional Head:**

- (i) Developing a strategy for consolidation of the services in the region;
- (ii) Timely achievement of targets of the regional team;
- (iii) Trouble shooting and crisis resolution in districts being facilitated by the regional centres;
- (iv) Capacity building and training of CHILDLINE personnel in the region to respond effectively to region specific issues through regional workshops, workshop reports and budget control;
- (v) Mentoring the regional team;
- (vi) Facilitation of CHILDLINE state forums;
- (vii) To facilitate advocacy of CHILDLINES with state administration;
- (viii) Identify and explore strategic partnerships with different stakeholders for advocacy at the regional level;
- (ix) Timely flow of regional data for inclusion in the national newsletter, CHILDNET, advocacy initiatives, updates on regional networks & campaigns;
- (x) Co-ordination with the CIFs Dept. of Finance and Administration to ensure programme target are met with optimal spending and timely utilisation of funds.

### **2.1.2. Role of Senior Programme Coordinator Programmes:**

- (i) Setting up CHILDLINE service in the agreed targeted new districts;
- (ii) Developing a vision and strategy for the CHILDLINES in the region;
- (iii) Facilitate the functioning of CHILDLINE services in 5 cities in the region;
- (iv) Ensuring standardized value added inputs to the cities for service excellence;
- (v) Capacity building of city level teams during periodic visits;
- (vi) Conducting in-house trainings for the CHILDLINES;
- (vii) Networking and advocacy with the state administration;
- (viii) Representing CHILDLINE in the regional networks and campaigns;
- (ix) Information support to CIF Regional Centres for regional MIS;
- (x) Presenting regional update on fund status;
- (xi) Providing regional data for PRAD like newsletter, ChildNET advocacy initiatives, updates on regional networks & campaigns;
- (xii) Ensuring timely flow of grant in aid of all partners in cities facilitated;
- (xiii) Co-facilitate with the Regional Head, the capacity building of regional CHILDLINE team to respond effectively to region specific issues;
- (xiv) Liaising with the local administration and allied systems in cities/districts to enhance CHILDLINE's visibility and recall.

### **2.1.3. Role of Programme Coordination/Assistant:**

- (i) Developing a vision and strategy for cities that he/she is directly responsible for network and facilitation based on call trends analysis and other qualitative data generated by PRAD, in consultation with RRCH;
- (ii) Facilitation of 6 cities – direct charge;
- (iii) Ensuring standardized value add inputs to the cities for service excellences;
- (iv) Capacity building of city level teams during visits;

- (v) Liasoning with local administration for advocacy in cities being facilitated;
- (vi) Providing data to RRCH on initiatives taken up by the different cities towards Institutionalizing Child Rights in functioning of allied systems at the city level;
- (vii) Information support to RRCH for regional MIS;
- (viii) Needs assessment of own cities for city level funding support and developing requisitions in consultation with RRCH;
- (ix) Regional data for PRAD like matter for newsletter, ChildNET, advocacy initiatives, updates on regional networks & campaigns;
- (x) Regional data for Awareness and advocacy for resource mobilization and awareness campaigns;
- (xi) Information support to Programme Coordinator for regional MIS to RRCH;
- (xii) Regional update on application status and NICP;
- (xiii) Timely completion of network & facilitation visits to cities and reports to cities;
- (xiv) Timely flow of applications and inspection reports of all partners concerned in cities facilitated, to Ministry;
- (xv) Provide logistical support for regional workshops in co-ordination with Programme Coordinator;
- (xvi) Liasoning with the local administration in cities, to enhance CHILDLINE's visibility and recall, in all allied systems on an ongoing basis;
- (xvii) Facilitating one advocacy initiative to be undertaken by the cities in particular.

## 2.2. Estimated Budget (Four Regional Centres of CIF)\*:

Sl. No.	Component	Number	Cost per month (in Rs)	Amount (In Rs.)
<b>1</b>	<b>Salary</b>			
	Regional Head	1	25,000	3,00,000
	Senior Programme Coordinators	3	18,000	6,48,000
	Programme Coordinators	9	15,000	16,20,000
	Programme Assistants	3	10,000	3,60,000
	Accounts Officer	1	12,500	1,50,000
	Accounts Assistant	1	7,500	90,000
	Office Attendant	1	2,500	30,000
	<b>Total Salary</b>	<b>19</b>		<b>31,98,000</b>
<b>2</b>	<b>Administration costs</b>			
	Rent @ Rs. 1,00,000/- per month (subject to actuals)			12,00,000
	Field visits for preparation and monitoring			15,00,000
	Repairs & Maintenance			50,000
	Staff Development			50,000
	Contingencies (Telephone, electricity, postage, stationary, etc.)			2,00,000
	<b>Total Admin</b>			<b>30,00,000</b>
	Non Recurring Costs(furniture, equipment, recruitment)			4,00,000
	<b>Grand Total costs per region</b>			<b>65,98,000</b>
	<b>Total cost of 4 regional centers (Rs.65,98,000/- x 4)</b>			<b>2,63,92,000</b>

\*CIF would be free to increase any of the salaries/expenditure from the funds generated by them from other sources

*Note: Manpower of regional centers will increase in subsequent years based on expansion into new cities*

**Strengthening of Central Adoption Resource Agency (CARA)****1. Roles and Responsibilities:**

The roles and responsibilities of CARA shall be as follows:

**1.1 Overall**

- (i) Facilitating that every adoptable child in the country finds a suitable family;
- (ii) Supporting formulation and implementation of National Policy on Adoption;
- (iii) Undertaking the overall development of a quick, transparent and child friendly adoption system in the country;
- (iv) Ensuring ethical practices and greater transparency in order to stop illegal placement of children with the help of SARAs;
- (v) Check malpractices in adoption by investigation and taking appropriate action;
- (vi) Developing quality standards of child care and indicators for supervision and monitoring of institutions involved in adoption;
- (vii) Reviewing and ensuring implementation of legislations, rules and guidelines for monitoring adoption of Indian children;
- (viii) Establishing accountability at every level and intervening when children are institutionalized for a longer period than necessary;
- (ix) Supporting the development of other non-institutional family based care like sponsorship and foster care;
- (x) Maintaining an archive of information of all parents/children placed in adoption both in-country and inter-country for the purpose of follow up and root-search.
- (xi) Evolving standardized documents and procedures required to ensure uniformity in adoption;
- (xii) Developing and maintaining segregated database (state-wise/agency-wise/gender-wise/ age-wise, etc.) on all adoptable children, children legally free for in-country and inter-country adoption as a part of child tracking system;
- (xiii) Developing and maintaining a database of registered Indian and foreign PAPs;
- (xiv) Carrying out research and documentation on adoption as well as other non-institutional and alternative care in order to continuously improve the adoption system;
- (xv) Carrying out advocacy, awareness and IEC activities for promoting in-country adoptions and creating a conducive environment to encourage adoption in the country;
- (xvi) Carrying out specialized training and capacity building including TOT for all functionaries dealing with adoption programme.

**1.2 In-country Adoption**

- (i) Encouraging and promoting in-country adoption through awareness and advocacy initiatives;
- (ii) Coordinating with all State Adoption Resource Agencies (SARAs) and Adoption Coordinating Agencies (ACAs) for putting in maximum efforts in domestic adoption and advising on non-institutional family based care;
- (iii) Recognizing ACAs on the recommendation of SARAs;
- (iv) Ensuring inter-state placement for those children who do not finding a suitable family within the State with the help of SARAs;
- (v) Advising and supporting SARAs in taking appropriate decisions about rehabilitation of children, as and when required.

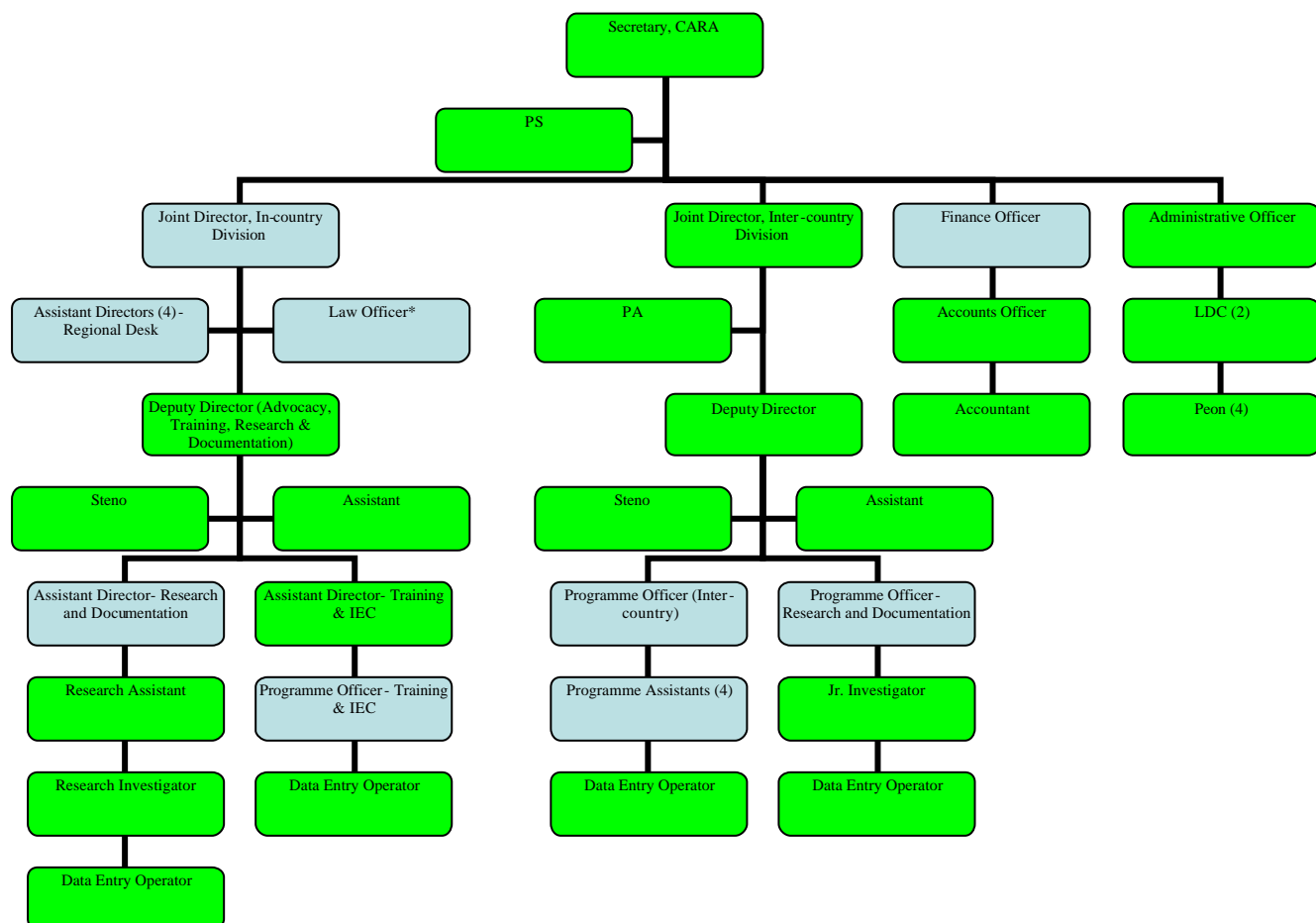


1.3 Inter-country Adoption

- (i) Functioning as the Central Authority for adoption under Hague Convention on Inter-country Adoption and regulating inter-country adoption;
- (ii) Granting accreditation to suitable Indian agencies (SAAs) and authorization of Foreign Adoption Agencies;
- (iii) Registering the application of foreign parents through authorized Foreign Adoption Agencies;
- (iv) Reviewing and approving the placement of a child in Inter-country adoption and issuing NOC with the help of Inter-country Adoption Committee (ICAC).

**2. Proposed Organisational Structure:**

In order to effectively carry out the afore-mentioned roles and responsibilities, there is a need to strengthen the organisational structure of CARA by providing additional human resource and building the capacities of existing manpower. The proposed organisational structure of CARA is as under:



\* Will look after all legal work of CARA and report to both the Joint Directors

- New posts
- Existing posts

**3. Staff Salary**

Sl. No.	Item	Amount (in Rs.)
1.	One Joint Directors (12,000-375-16,500)	3,60,000/-
2.	One Finance Officer (10,000-325-15,200)	3,00,000/-
3.	Five Assistant Directors (8,000-275-13,300)	12,50,000/-
4.	One Law Officer (8,000-275-13,300)	2,50,000/-
5.	Three Programme Officers (6,500-200-10,500)	5,70,000/-
6.	Four Programme Assistants (5,500-175-9,000)	6,00,000/-
	<b>Total (A):</b>	<b>33,30,000/-</b>

**4. Estimated Budget**

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Cost of Land & construction/purchase of office building	5,00,00,000/-
2.	Furniture and equipments	20,00,000/-
	<b>Total</b>	<b>5,20,00,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Salary of Additional Staff	33,30,000/-
4.	Administrative and Establishment Expenses	10,00,000/-
5.	Travel allowance	4,00,000/-
6.	Rent for Office Premises @ Rs. 1.50 lakh per month (as per actuals)*	18,00,000/-
7.	Training and Capacity building	10,00,000/-
8.	Research and Documentation	5,00,000/-
9.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actuals)	50,00,000/-
10.	Miscellaneous contingency 3% of the total (item no. 3 to 9)	3,90,900/-
	<b>Total</b>	<b>1,34,20,900/-</b>
	<b>Total Expenditure (A+B)</b>	<b>6,54,20,900/-</b>

\* Applicable on actual basis, in the event of CARA shifting out of existing government premises to a commercial property and its own office building is not constructed/purchased.

**Guidelines for setting up of Central and State Project Support Units****1. Central Project Support Unit (CPSU)**

In order to ensure effective implementation of the ICPS, a Central Project Support Unit (CPSU) under the Ministry of Women and Child Development will be established. This CPSU will be based at Delhi and would function as the **Mission Directorate** headed by a Mission Director (a Joint Secretary level officer of the Government of India). This Unit will have a small team of professionals who would implement the scheme throughout the country. The specific roles and responsibilities of the CPSU will include:

- (i) Develop a Plan of Action for initiating the implementation of ICPS as well as facilitate development of the State Plan of Action in each State/UT;
- (ii) Set up State Project Support Units (SPSUs) in States/UTs;
- (iii) Facilitate setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPSs, SARAs and ACAs in States/UTs;
- (iv) Ensure training and sensitization of the concerned officials of the line departments of the States/UTs;
- (v) Ensure technical capacity building at centre and states for initial implementation of ICPS;
- (vi) Provide support to the State Governments and Union Territories in making required institutional and policy level changes for effective implementation of ICPS;
- (vii) Collect, compile and regularly update the national level information on the status of child protection institutions and key elements of their functioning in States/UTs;
- (viii) Set up and manage a national child tracking system and a missing children website with the help of SPSU, SCPS and SARA;
- (ix) Carry out baseline survey in selected districts and follow up to assess the impact of the ICPS for the purpose of course correction, where necessary;
- (x) Ensure timely disbursement of funds to the SPSUs/State Governments/UT Administrations;
- (xi) Develop and disseminate awareness raising materials on the ICPS;
- (xii) Disseminate learning from the above to a range of stakeholders in order to generate debate on ongoing policy development of ICPS as it prepares to expand nationwide in later years;
- (xiii) Monitor and evaluate implementation of ICPS throughout the country.

**1.1 Staff Strength**

Sl. No.	Post	Post to be filled by	Amount (In Rs.)
1	One Mission Director @ Rs. 45,000/- per month*	Deputation	5,40,000/-
2	Two Deputy Mission Directors @ Rs. 30,000/- per month	Contract	7,20,000/-
3	Four Project Implementation Officers @ Rs. 25,000/- per month	Contract	12,00,000/-
4	One Administrative Officer @ Rs. 25,000/- per month*	Deputation	3,00,000/-
5	One Accounts Officer @ Rs. 25,000/- per month*	Deputation	3,00,000/-
7	One Accountant @ Rs. 15,000/- per month	Contract	1,80,000/-
9	Two Assistant cum Computer Operator @ Rs. 10,000/- per month	Contract	2,40,000/-
10	One Stenographer to Mission Director @ Rs. 8,000/- per month	Contract	96,000/-
	<b>Total</b>		<b>35,76,000/-</b>

\* Salaries as per entitlement

## 1.2 Estimated Cost

Sl. No.	Item	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, Xerox machine, etc.)	7,00,000/-
2.	12 Computers with UPS @ Rs. 35,000/- and 2 Printers cum Scanners cum Fax @ Rs. 10,000/-	4,40,000/-
	<b>Total</b>	<b>11,40,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Rent for hiring the office space @ Rs. 1.50 lakhs per month	18,00,000/-
4.	Staff Salary	35,76,000/-
5.	Travel allowance	10,00,000/-
6.	Administrative Expenses including Taxi and staff/consultant hiring	15,00,000/-
7.	Training, Capacity building, IEC and Advocacy, Monitoring and Evaluation*	20,00,000/-
8.	Contingencies @ 3% of total expenditure (Items 3 to 7)	2,96,280/-
	<b>Total</b>	<b>1,01,72,280/-</b>
	<b>Total Expenditure (A+B)</b>	<b>1,13,12,280/-</b>

\* Further funds can be allotted by the Ministry based on requirement

## 2. State Project Support Unit (SPSU)

In order to support CPSU in ensuring effective implementation of the ICPS in the States/UTs a SPSU will be set up in every State where the ICPS is launched in accordance with the implementation plan of the scheme. These Units will directly report to the CPSU and the Mission Director based at the Ministry of Women and Child Development. Lead by a Programme Manager, each SPSU will have a small team of professionals who would work closely with the State Secretary and the Director concerned with the ICPS implementation in the respective State/UT. The specific roles and responsibilities of each SPSU will include:

- (i) Develop a Plan of Action for initiating the implementation of ICPS in the State/UT;
- (ii) Facilitate setting up of required structures and child protection mechanisms visualized under ICPS, viz., SCPS, SARA, DCPS, ACA, SAA, SCPC, DCPC, etc.;
- (iii) Collect, compile and regularly update the State level information on the status of child protection institutions and key elements of their functioning in the districts;
- (iv) Facilitating setting up and management of a state level child tracking system and a missing children website with the help of DCPSs;
- (v) Carry out baseline survey in selected districts and follow up to assess the impact of the ICPS for the purpose of course correction, where necessary;
- (vi) Carry out training and sensitization of the concerned officials of the line departments of the State Government/UT;
- (vii) Ensure technical capacity built at centre and in selected states for initial implementation of ICPS;
- (viii) Develop and disseminate awareness raising materials on the ICPS;
- (ix) Document and disseminate best practices;
- (x) Monitor and evaluate implementation of ICPS throughout the State/UT.

## 2.1 Staff Strength

Sl. No.	Post	Post to be filled by	Amount (In Rs.)
1	One Programme Manager @Rs.25,000/- per month*	Deputation/ Contract	3,00,000/-
2	Two Project Officers @Rs.19,000/- per month	Contract	4,56,000/-
3	One Administrative Officer @Rs.13,000/- per month*	Deputation	1,56,000/-

4	One Accounts Officer @Rs.13,000/- per month*	Deputation	1,56,000/-
5	One Accountant @Rs.10,000/- per month	Contract	1,20,000/-
6	Two Assistant cum Computer Operator @Rs.8,000/- per month	Contract	1,92,000/-
	<b>Total</b>		<b>13,80,000/-</b>

\* Salaries as per entitlement for officers on deputation

## 2.2 Estimated Cost

Sl. No.	Items	Amount (in Rs.)
<b>A. Non-recurring Expenditure</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, Xerox machine, etc.)	4,00,000/-
2.	8 Computers with UPS @ Rs. 35,000/- and 2 Printers cum Scanners cum Fax @ Rs. 10,000/-	3,00,000/-
	<b>Total</b>	<b>7,00,000/-</b>
<b>B. Recurring Expenditure</b>		
3.	Rent for hiring the office space* @ Rs. 15,000/- per month	1,80,000/-
4.	Staff Salary	13,80,000/-
5.	Travel allowance	5,00,000/-
6.	Administrative Expenses including Taxi and staff/consultant hiring	5,00,000/-
7.	Training, Capacity building, IEC and Advocacy, Monitoring and Evaluation**	10,00,000/-
8.	Contingencies @ 3% of total expenditure (Items 3 to 7)	1,06,800/-
	<b>Total</b>	<b>36,66,800/-</b>
	<b>Total Expenditure (A+B)</b>	<b>43,66,800/-</b>

\* In case State Governments cannot provide office space

\*\* Further funds can be allotted by the Ministry based on requirement

**Minimum standards of care for juveniles/children lodged in institutions established under Juvenile Justice (Care and Protection of Children) Act, 2000, its Amendment Act, 2006 and under ICPS**

**1. Location of Institution**

Institutions mandated to be set up under the Juvenile Justice Act 2000 are Observation Homes, Special Homes, Children's Homes and Shelter Homes. They must be located in a congenial child friendly environment in natural surroundings with adequate open space for children to engage in outdoor activities. The location and size of an institution at a particular city or town will depend on the caseload of juveniles committed by the Juvenile Justice Board and children referred by the Child Welfare Committee. Every institution should be well connected by various modes of transportation and be within the vicinity of schools and technical and other vocational training institutions so that they are easily accessible to the juveniles/children in care.

**2. Building**

The homes for juveniles in conflict with law and children in need of care and protection shall function from separate premises. The accommodation in each institution shall be as per the following criteria:

**(i) Observation Home:**

- (a) Separate observation homes for girls and boys
- (b) Classification and segregation of juveniles according to their age group preferably 7-11 years, 12-16 years and 16-18 years, giving due consideration to physical and mental status and degree of the offence committed.

**(ii) Special Home:**

- (a) Separate special homes for girls above the age of 10 years and boys in the age groups of 11 to 15 and 16 to 18 years
- (b) Classification and segregation of juveniles on the basis of age and nature of offences and their mental and physical status

**(iii) Children's Home:**

- (a) While children of both sexes below 10 years can be kept in the same home, separate bathing and sleeping facilities should be maintained for boys and girls in the age group of 5-10 years
- (b) Separate children's homes for boys and girls in the age group of 7-11 and 12- 18 years
- (c) Separate facilities for children in the age group of 0-5 years with appropriate facilities for infants

**(iv) Shelter Home:**

- (a) Separate shelter homes for girls and boys;
- (b) Separate shelter homes for girls above the age of 10 years and boys in the age groups of 11 to 15 and 16 to 18 years;

The minimum standards of accommodation as laid down under the respective State Rules/ Central Model Rules should be observed, viz.:

- (i) Dormitory: 40 Sq. ft. per juvenile/child
- (ii) Classroom: 300 Sq. ft for 25 juvenile/child
- (iii) Workshop: 75 Sq. ft. per juvenile/child
- (iv) Play ground: Sufficient play ground area shall be provided in every institution according to the total number of juveniles in institution

The dormitories, classrooms and workshops shall have sufficient cross ventilation and light.

### 2.3 Details of Building/Accommodation for an institution with 50 juveniles/children:

(i)	2 Dormitories	Each 1000 Sq. ft. for 25 juveniles/children i.e. 2000 Sq. ft.
(ii)	2 Classrooms	300 Sq. ft. for 25 juveniles/children i.e. 600 Sq. ft.
(iii)	Sickroom/First aid room	75 Sq. ft. per juvenile/children for 10 i.e. 750 Sq. ft.
(iv)	Kitchen	250 Sq. ft.
(v)	Dinning Hall	800 Sq. ft.
(vi)	Store	250 Sq. ft.
(vii)	Recreation room	300 Sq. ft.
(viii)	Library	500 Sq. ft.
(ix)	5 bathrooms	25 Sq. ft. each i.e. 125 Sq. ft.
(x)	8 toilets/latrines	25 Sq. ft. each i.e. 200 Sq. ft.
(xi)	Office rooms	(a) 300 Sq. ft. (b) Superintendent's room 200 sq. fit
(xii)	Counselling and guidance room	120 Sq. ft.
(xiii)	Workshop	1125 Sq. ft. for 15 juvenile @75 Sq. ft. per trainee
(xiv)	Residence for Superintendent*	(a) 2 rooms of 250 Sq. ft. each (b) kitchen 75 Sq. ft. (c) bathroom cum Toilet/latrine 50 Sq. ft
(xv)	2 Rooms for JJB/CWC <sup>#</sup>	300 Sq. ft. each i.e. 600 Sq. ft.
	<b>Total:</b>	<b>8495 Sq. ft.</b>

\*The Superintendent shall stay within the institution and be provided with quarters.. . In case he/she is not able to stay in the home for legitimate reasons (to be permitted by Director, Child Protection), any other senior staff member(s) of the institution shall stay in the institution and be in a position to supervise the overall care of the children/juveniles and , take decisions in the case of any crisis/emergency.

### 3. Sanitation and Hygiene:

Each institution should have the following facilities:

- (i) Sufficient purified drinking water. Water filters should be installed;
- (ii) Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises;
- (iii) Arrangements for disposal of garbage;
- (iv) Protection from mosquitoes by providing mosquito nets;
- (v) Sufficient number of toilets in the proportion of at least one latrine/toilet for seven children;
- (vi) Sufficient number of bathrooms in the proportion of at least one bathroom for ten children;

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<sup>#</sup> Only applicable for Observation Homes and Children's Homes

The bathroom and toilets should be well lit and airy, and they should be tiled.

- (vii) Clean and fly-proof kitchen and separate area for washing utensils;
- (viii) Open space for sunning of bedding and clothing; and
- (ix) Utmost cleanliness in the Medical Centre.

#### 4. Staffing Pattern:

Staffing pattern of an Institution with 50 children:

Sl. No.	Personal	No. of Posts	Qualification
1.	Superintendent or Institution Director	1	M. A. Social Work
2.	Counsellor	1	M. A Psychology
3.	Probation Officer/Child Welfare Officer	1	M. A. Social Work
4.	House Mother or House Father	2	
5.	Primary Teacher	1 (voluntary/part time)	Trained Graduate
6.	Doctor	1 (part time)	MBBS
7.	Paramedical staff	1	
8.	Store-keeper cum Accountant	1	Graduate with experience of accounts/administration
9.	Art & Craft cum Music Teacher	1 (part time)	
10.	PT Instructor cum Yoga Trainer	1 (part time)	
11.	Driver	1	
12.	Cook	1	
13.	Helper	1	
14.	Sweeper	1	
15.	Gardener	1 (part time)	
	<b>Total</b>	<b>16</b>	

The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house mother and primary teacher would proportionally increase with the increase in the capacity of the home.

While selecting the staff for a girl's home, every effort shall be made to appoint female personnel, especially at leadership and decision-making levels as well as those interacting with the girl children.

The statutory duties and responsibilities of the personnel will be as per the provisions of the Central Model Rules/State Rules under Juvenile Justice Act, 2000 and its Amendment Act, 2006.

Children should participate in the running of the institution and should be involved in:

- (i) Developing their time table/daily routine including studies, entertainment, sports, etc.;
- (ii) Planning their meals- Mess Committee should be introduced and juveniles/children should be given opportunity to choose and plan their meal with the help of a nutritionist;
- (iii) Maintaining their own establishment- keeping the rooms clean and tidy;
- (iv) Cleaning of open-spaces, gardening, etc.;
- (v) Extra-curricula activities which also promote skill development.



## **5. Recruitment, selection and training of personnel:**

Considering the nature of work entrusted under the Juvenile Justice Act 2000 and its Amendment Act, 2006 to the staff caring for juveniles/children in the institutions, it is necessary that such staff who are recruited should be trained, in keeping with their statutory responsibilities and specific job requirements.

Only such persons trained in the juvenile justice system and having the knowledge of care and protection of children should be recruited for the posts of Superintendent/Project Manager, Probation Officer and Child Welfare/Protection Officer of these institutions. If untrained persons are holding these posts, the State Government or the Officer-in-charge should provide for in-service training to them. The State Government may take the help of NIPPCD, NISD, NIMHANS and recognized schools/institutes of social work or expert bodies/institutions specialized in child related issues for organizing specialized training programmes for different categories of personnel. The training programmes should include issues relating to child rights, child psychology, handling children sensitively, juvenile justice, counselling, life skills training and dealing with delinquency and problem behaviour. These training programmes could be arranged as

- (a) Orientation and training for newly-recruited staff and in-service training for existing staff;
- (b) Refresher training courses for every staff member at least once in every two years;
- (c) Participation in periodic staff conferences, seminars, workshops with the various other stakeholders or functionaries of the Juvenile Justice System and the State Government at various levels.

## **6. Minimum Standards of Services:**

Every Institution established under this scheme shall adhere to the standards of care for juveniles/children laid down by the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006 and the Rules framed under the Act by the respective State Governments/Union Territories. The standards of services in an institution shall include:

### **6.1 Medical Facilities**

Every institution shall ensure that a medical examination of the child/juvenile is carried out at the time of admission to the institution and an individual medical record shall be maintained for each child. The institution should provide for the necessary medical facilities so as to ensure that:

- (i) Regular health check up is conducted and that there is a doctor on call and he/she visits the institution every alternate day. Institutions should tie up with local PHCs for providing regular medical facilities to children;
- (ii) Sufficient medical equipments to handle minor health problems including first aid kit with stock of emergency medicines and consumables should be available, etc.;
- (iii) Arrangements are made for the immunization coverage;
- (iv) Timely referral is made of children/juveniles with deteriorating health or serious ailments to the nearest civil hospital or recognized treatment center; and
- (v) All institutional staff are trained first aid treatment.

### **6.2 Diet Scale**

- (i) The diet scale should be in accordance with the provisions of the State Rules under Juvenile Justice Act 2000 for each state which would be based on food habits. This shall be strictly adhered to by the institutions;
- (ii) Every institution should constitute a Mess Committee with the membership children/juveniles to plan and decide their daily menu. A nutrition expert shall be member of this Committee who shall ensure that the food served is balanced, nutritious and varied;

- (iii) The diet scale should include adequate quantity of cereals, pulses, vegetables, fruits, eggs, milk and meat and fish in accordance with the local dietary habits;
- (iv) Special menu should be provided on holidays, festivals and to the sick children/juveniles, as required.

### 6.3 Clothing and Bedding

As per the scale laid down by the State Government based on the climate requirements, each child/juvenile should be provided with:

<b>Clothing (every year)</b>	<b>Bedding (every year)</b>	<b>Others (As per the need)</b>
(i) Four sets of clothing (at one point of time, the child should have a minimum of three sets of clothing)	(i) One cotton mattress/dari/ mat	(i) Tooth powder/paste
(ii) Five sets of customary undergarments	(ii) Two cotton bed sheets	(ii) Tooth brush
(iii) Two towels	(iii) One blanket	(iii) Soap
(iv) One jersey and one pullover for winter	(iv) One pillow	(iv) Oil
(v) Three sets of school uniform for children attending outside schools		(v) Comb
(vi) One pair of shoes		(vi) Sanitary pads for girls
(vii) Four pairs of socks		(vii) Serving dishes as required
(viii) One pair of chappals		

### 6.4 Daily Routine

Every institution should have a well-regulated daily routine for the juveniles/children, which should be structured in such a way that juvenile/children are kept occupied for at least six hours. The daily routine should be displayed on the notice board and provide inter-alia for:

- (i) Regulated and disciplined daily routine;
- (ii) Personal hygiene and cleanliness;
- (iii) Regular physical exercise through PT and yoga, etc.;
- (iv) Schooling;
- (v) Vocational training;
- (vi) Recreation and sports viz. basket ball, volley ball, cricket, badminton, table tennis and other sports as suitable to the local conditions;
- (vii) Time for music and watching television;
- (viii) Group activities;
- (ix) Prayer and community singing; and
- (x) Special programmes for Sundays and holidays.

The institution should plan an outing for all the children/juveniles monthly.

### 6.5 Education

Every institution should provide children with education according to their age and ability, either within the institution or outside through a formal high quality education system. Non-formal education facilities shall be made available within institution in exceptional cases and the overall focus should be on mainstreaming children in to the regular educational system.

Every institution should periodically assess the educational status and vocational aptitude of the children/juveniles in care by conducting tests and interacting with the children/juveniles informally. Necessary linkages should also be established with educational specialists and community-based welfare agencies, psychologists, psychiatrists, child guidance clinics, hospitals and local doctors, open schools and Jan Shikshan Sansthan, etc. to provide the children/juveniles access to value added need based services.

NGOs and voluntary organizations should be invited to provide special coaching, tuition, etc. to children/juveniles when found necessary.

#### 6.6 Vocational Training

In order to prepare children/juveniles for economic independence when they are discharged from the institutions as young adults, it shall be the responsibility of every institution to provide employable vocational training to juveniles/children when they complete their schooling or drop out of school. Every institution should tie up with local NGOs and ITI's to either provide vocational facility within the institution premises or send the children/juveniles to such NGOs or ITI's for specialized vocational training for which the child has an aptitude. Some suggested vocations may include:

- (i) Computer operation
- (ii) Computer repairing and maintenance
- (iii) Data Typing and Processing
- (iv) Carpentry
- (v) Fitter training
- (vi) Automobile repair and servicing
- (vii) Welding
- (viii) Textile Printing
- (ix) Tailoring
- (x) Beautician
- (xi) Electrical wiring
- (xii) Mobile repairing
- (xiii) Printing and book binding
- (xiv) Soap making
- (xv) Candle making
- (xvi) Light engineering
- (xvii) Gardening
- (xviii) Any other vocation/trade based on local needs which has employment potential

#### **7. Rehabilitation and Social Reintegration:**

The rehabilitation and social reintegration of a child/juvenile should be carried at the earliest based on individual social history. The focus should be on:

- (a) Reintegrating the child in his/her biological family through counseling and other supportive services;
- (b) Adoption placement;
- (c) Foster care where necessary;
- (d) Sponsorship support where required;
- (e) Transferring the juvenile/child to an After-care Organisation.

The provisions for promoting non-institutional services for the rehabilitation and social reintegration of children/juveniles in institutions should be as per the provisions of the Central Model Rules/State Rules under Juvenile Justice Act 2000 and its Amendment Act, 2006.

#### **8. Home Management Committee:**

Every institution shall constitute a Home Management Committee chaired by the Assistant Director Child Protection from the District Child Protection Unit to oversee the effective functioning of the institution. The members of this committee shall include two children representing different age groups, Chairperson or member of the Child Welfare Committee, Chairperson or member of the Juvenile Justice Board, one representative each from the local Shelter, CHILDLINE, and Vocational Training Institute, one doctor from the Government Hospital/PHC, one Member from a local body

and the Superintendent of the Home. The Home Management Committee shall meet monthly and should undertake following tasks:

- (a) Inspection of Home to review infrastructure and services;
- (b) Interaction with the Mess Committee to review details of the planned weekly menu and ensure that the diet scale is being followed;
- (c) Interact informally with the children to ensure their well being and that periodic contact is being arranged with their families;
- (d) Review the standard of care, education and vocational training being provided to the juveniles/children to ensure that it adheres to standards detailed in the JJ Act and the ICPS;
- (e) Receive and respond to complaints and requests from children/juveniles;
- (f) Any other matters concerning children staying in the institution or relating to the overall management of the institution.