



DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
GOVT. OF NCT OF DELHI  
1-A, CANNING LANE, K.G. MARG, NEW DELHI  
(CHILD PROTECTION UNIT)

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## CHAPTER-VI

# STANDARD OPERATING PROCEDURE FOR CHILD WELFARE COMMITTEES WITH RESPECT TO FOUND CHILDREN HOUSED IN GOVT. & NGO RUN CHILD CARE INSTITUTIONS

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## INTRODUCTION

Child Welfare Committee is the competent authority for taking final decisions in the matter of children in need of care and protection under the Juvenile Justice Act 2000. It is a statutory body for ensuring the rights and addressing the needs of the children who are presented before it. The committee is empowered to take a variety of decisions on case to case basis including restoration of children back to their families, transfer of children to their native states / countries as well as placing the children for long term care in a child care institutions.

While dealing with children in need of care and protection, the Child Welfare Committees would abide by the following procedures and timelines for safeguarding the best interest of the child in compliance of provisions contained in the Juvenile Justice Act 2000 and Rules thereof. The SOPs enumerated below stipulate some generic guidelines whereas some are intended for a particular category of children having specific requirements :-

### 1. Child's admission in the institution :

- i. The Child Welfare Committee would ensure that the procedure and time lines stipulated in the SOPs for functionaries of the institutions are complied by the concerned officials like preliminary interview, counseling, orientation and 'jamatalashi' of the child within 24 hours of admission, exploring all relevant steps for tracing a child's family within one week etc.
- ii. The CWC would ensure that a DD entry\* is made in the local police station under whose jurisdiction the child was found and a wireless message has been flashed across all the police stations in Delhi giving personal details of the child within two working days of the child's admission. A compliance report regarding wireless message would also be obtained from the concerned police station / investigating officer (IO) within one week.

\*If the child is being produced by NGO/Childline/police personnel, the needful would be ensured by them and a copy of the DD entry would be obtained from the person admitting the child in the institution. If the child is being produced by a public spirited citizen and DD entry has not been made before bringing the child to the institution, the CWC would get the needful done.



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- iii. Till the time a child's family remains untraced the CWC would seek weekly feedback from the concerned I.C. regarding the status of the case and efforts made for tracing the family of the child.
- iv. In case a child is not able to give details of his background or address, the committee would give directions to the Missing Persons Squad (MPS) enclosing personal details and photograph of the child for adding the same in their database of 'found children', matching the profile of the 'found child' with complaints of missing children registered by families as well as on trackthemissingchild website, screening their database of missing children for the next few days and furnishing a report about the same within 15 days.
- v. Follow up and coordination with the MPS and the concerned I.O. would also be done by the committee. The concerned Welfare Officer who has been assigned specific responsibility of the child would document in the case file whether the requisite action has been taken by the MPS. If the needful has not been done, he/she would apprise the Superintendent and CWC in writing for taking necessary action under intimation to the Child Protection Unit (HQ)
- vi. The details of the child along with the photograph would be uploaded on trackthemissingchild website by the concerned Child Welfare Committee within two working days of the child's production. An intimation to the childline would also be sent giving the personal details of the child.

**II. Restoration and transfer of children within and outside Delhi :**

The Child Welfare Committees would adhere to the following processes while dealing with the six categories of children in need of care and protection enumerated as under : -

○ ***Children below six years of age :***

In case of children below six years of age whose families remain untraced, the committee would declare them abandoned and legally free for adoption after thorough inquiry / investigation. Such children would be admitted in child care institutions being run by licensed adoption agencies for further placement / adoption / rehabilitation.

○ ***Children belonging to states other than Delhi :***

i. In case a child's family members have been traced and address has been confirmed but they are not able to come to Delhi for taking custody of the child, the committee would issue an order immediately on receipt of inquiry report from the Welfare Officer to the DCP (Third Battalion) for deputing police personnel for escorting the child to his native place. CWC would also coordinate with DCP (IIIrd Battalion) for deputing police escorts within 10 days of receipt of the order.

ii. Wherever there is ambiguity over exact address, confirmation of the same would not be mandatory. In such cases where the family remains untraced, the CWC would issue an order for transferring the child to a child care institution in his/her native district through DCP (IIIrd Battalion) for further rehabilitation within 30 days of admission under section 38 of the Juvenile Justice Act.

iii. The same process would be followed in case of a child whose family has been traced but is unable / unwilling to take his/her responsibility.

iv. A child who belongs to a state other than Delhi would not be placed for long term care in Delhi based institutions as local authorities in his/her native place are in a better position to facilitate his restoration.

