

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF NCT OF DELHI
1, CANNING LANE, K.G. MARG, NEW DELHI

(LICENCE BRANCH)

F.No. 6(Misc.)/JD (L)/DWCD/2012/

Dated:-

Subject: - Draft Standard Operating Procedure for Child Welfare Committees, Department of Women and Child Development, for rescue / transfer of Children from both registered & unregistered Child Care Institutions.

The Chairperson and members of all Child Welfare committees (CWC) are requested to follow the following standard operating procedure to rescue children from any Child Care institutions found running without following child rights and in violation of provision laid in Juvenile Justice Act, 2000:-

1. At the time of visit, preliminary information from NGO should be gathered and assessment be made on its functioning on factual basis.
2. On finding any shortcomings in running of the Child Care Institution, intimation be given to the District Child Protection Unit (DCPU).
3. NGO should be given 30 days period to place facts before Child Welfare Committee to clarify after rectifying the deficiencies.
4. In case of non- compliance by the NGO, a written warning / show cause notice be issued within sufficient time to NGO by CWC with information to the Director, WCD, DD (Licensing), DCPU and District Officer concerned. Information regarding non-compliance by the Licensed / Unlicensed Child Care Institution be endorsed to the DCPU for their information and necessary action.
5. Information about any rescue / transfer of children from Child Care Institution, justifying the reason for such action be given to Director, WCD and copy to be endorsed to DD (Licensing) within 7 days. A brief report on efforts made by CWC to assist Child Care Institution to improve upon the shortcomings with suggested recommendations be submitted to, Deptt. Of WCD prior to closing the Child Care Institution and shifting the children to some other institution, except in extreme circumstances where immediate

intervention is required in the welfare of the children and urgent transfer of the children is necessitated.

6. An action taken report in detail on rescue of children be submitted within 24 hours for information of all concerned. It should also contain the general profile of rescued children and their physical and mental status at the time of rescue.
7. The rescue report should be forwarded and signed by the Chairperson, Child Welfare Committee and two members of the CWC who have been present at the time of rescue of children.
8. Child Welfare Committees and other inspecting officers are to regularly visit and monitor the welfare of children in need of care and protection in all Child Care Institutions under their jurisdiction every three months.

The Deptt. of WCD invites, comments / suggestions for developing & further refining a comprehensive Standard Operating Procedure for rescue / transfer of Children from both registered & unregistered Child Care Institutions by Child Welfare committees.