

**REVISED INTEGRATED CHILD PROTECTION SCHEME (ICPS)**

**THE INTEGRATED CHILD PROTECTION SCHEME (ICPS)**

***A Centrally Sponsored Scheme of Government – Civil Society Partnership***

**Ministry of Women & Child Development  
Government of India**

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## **SECTION I – INTRODUCTION & CONCEPT**

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## CHAPTER 1- INTRODUCTION

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1. '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. This is because Child protection is integrally linked to every other right of the child.

2. 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 programs, 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.

3. The National Charter for Children, 2003 adopted on 9th February 2004, underlined the intent to secure for every child its inherent right to be a child and enjoy a healthy and happy childhood, to address the root causes that negate the healthy growth and development of children, and to awaken the conscience of the community in the wider societal context to protect children from all forms of abuse, while strengthening the family, society and the Nation.

4. To affirm the Government's commitment to the rights based approach in addressing the continuing and emerging challenges in the situation of children, the Government of India drafted the National Policy for Children, 2013, and reiterates its commitment to safeguard, inform, include, support and empower all children within its territory and jurisdiction, both in their individual situation and as a national asset. The State is committed to take affirmative measures – legislative, policy or otherwise – to promote and safeguard the right of all children to live and grow with equity, dignity, security and freedom, especially those marginalised or disadvantaged; to ensure that all children have equal opportunities; and that no custom, tradition, cultural or religious practice is allowed to violate or restrict or prevent children from enjoying their rights.

5. The Ministry of Women and Child Development, (MWCD) extends its commitment of the XI plan for creating a solid foundation for a protective environment for 40 per cent of India's vulnerable children who are experiencing difficult circumstances, by continuing the centrally sponsored Scheme - the Integrated Child Protection Scheme (ICPS) in XII plan. The Scheme, since its launch in 2009, in partnership with the State Governments/UT Administrations, has strengthened prevention of child rights violation; enhanced infrastructure for protection services; provided financial support for implementation of the Juvenile Justice (care and protection of children) Act, 2000; increased access to a wider range and better quality of services; increased investment in child protection and is continuously drawing focus on the right of children to be safe.

6. The Integrated Child Protection Scheme (ICPS) has significantly contributed to the realization of Government/State responsibility for creating a system that will efficiently and effectively protect children. Based on cardinal principles of "protection of child rights" and "best interest of the child", ICPS is achieving its objectives 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 from their families.

### 1. **OBJECTIVES**

- i) To institutionalize essential services and strengthen structures for emergency outreach, institutional care, family and community based care, counselling and support services at the national, regional, state and district levels;
- ii) To enhance capacities at all levels, of all functionaries including, administrators and service providers, members of allied systems including, local bodies, police, judiciary and other concerned departments of State Governments to undertake responsibilities under the ICPS;
- iii) To create database and knowledge base for child protection services, including MIS and child tracking system in the country for effective implementation and monitoring of child protection services;
- iv) Undertake research and documentation;
- v) To strengthen child protection at family and community level, create and promote preventive measures to protect children from situations of vulnerability, risk and abuse;
- vi) To ensure appropriate inter-sectoral response at all levels, coordinate and network with all allied systems;
- vii) To raise public awareness, educate public on child rights and protection on situation and vulnerabilities of children and families, on available child protection services, schemes and structures at all levels.

### 2. **GUIDING PRINCIPLES**

- i) **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.
- ii) **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.
- iii) **Privacy and Confidentiality:** Children's right to privacy and confidentiality should be protected through all the stages of service delivery.



iv) **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.

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

vi) **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.

vii) **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.

viii) **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.

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

x) **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.

### **3. APPROACHES**

i) **Prevention:** Through an outreach program, 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.

ii) **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.

iii) **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.

iv) **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.

v) **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.

vi) **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.

vii) **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 needs. The allocation of human resource shall be based on protection service requirement for quality child protection services.

viii) **Partnership Building and Community Empowerment:** A key strategy for program development and implementation would be developing close working relationships, information sharing and strategy building between government structures, civil society organizations including corporate and communities.

ix) **Quality care, standards for care and protection:** All protection services, whether 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.

x) **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.

xi) **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 programs and structures would be conducted and course correction would be undertaken.

#### **4. TARGET GROUPS**

i) The ICPS will focus its activities on children in need of care and protection and children in conflict as defined under the JJ Act and with children who come in contact with the law, either as victim or as a witness or due to any other circumstance.

ii) 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.

#### **5. 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 does not see child protection as the exclusive responsibility of the MWCD but stresses that other sectors have vital roles to play. Therefore, ICPS is implemented as a Government – Civil Society Partnership under the overarching direction and responsibility of the Central and State Governments. The Scheme is working 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:

(i) **Government:** Government of India (GOI) has shouldered 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 has created an integrated, live, web-based database on children accessing protection services including a web portal for missing children. The State Governments/UT Administrations are ensuring effective implementation of the scheme by quick devolution and utilisation of funds, managing the database of children, identifying the best professional talent on contractual basis and strengthening public-private partnerships.

(ii) **Civil society organizations & individuals:**

a) Voluntary sector: to provide vibrant, responsive and child friendly services for detection, counselling, care and rehabilitation for all children in need; to awareness raising, capacity development, innovations and monitoring. These shall be financially supported by the State.

b) 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.

c) Media and advocacy groups: To promote rights of the child and child protection issues with sensitivity and sustain a media discourse on protection issues.

d) 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.

e) 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.

## **SECTION II – SERVICE DELIVERY STRUCTURES**

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## **CHAPTER 3 - DISTRICT LEVEL SERVICE DELIVERY STRUCTURE**

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1. In order to ensure effective service delivery ICPS will be implemented by setting up State Child Protection Society (SCPS) and District Child Protection Units (DCPUs) as the fundamental units for implementation at State and District level respectively. State Adoption Resource Agency (SARA) shall function as a unit under the SCPS. The SCPS will be registered under the Societies Registration Act, 1860 and function under the overall supervision and control of the department looking after child welfare/protection in the State/UT. The Ministry of Women and Child Development (MWCD) has already formulated and disseminated detailed guidelines along with the bye laws for setting up these societies at the State level.

### **2. *DISTRICT CHILD PROTECTION UNITS (DCPU)***

ICPS envisages setting up a District Child Protection Unit (DCPU) in each district as a fundamental unit for the implementation of the scheme.

#### **2.1 Functions of District Child Protection Unit (DCPU):**

The DCPU shall coordinate and implement all child rights and protection activities at district level. Specific functions of the DCPU shall be to:

(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. In doing so, the DCPU 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;

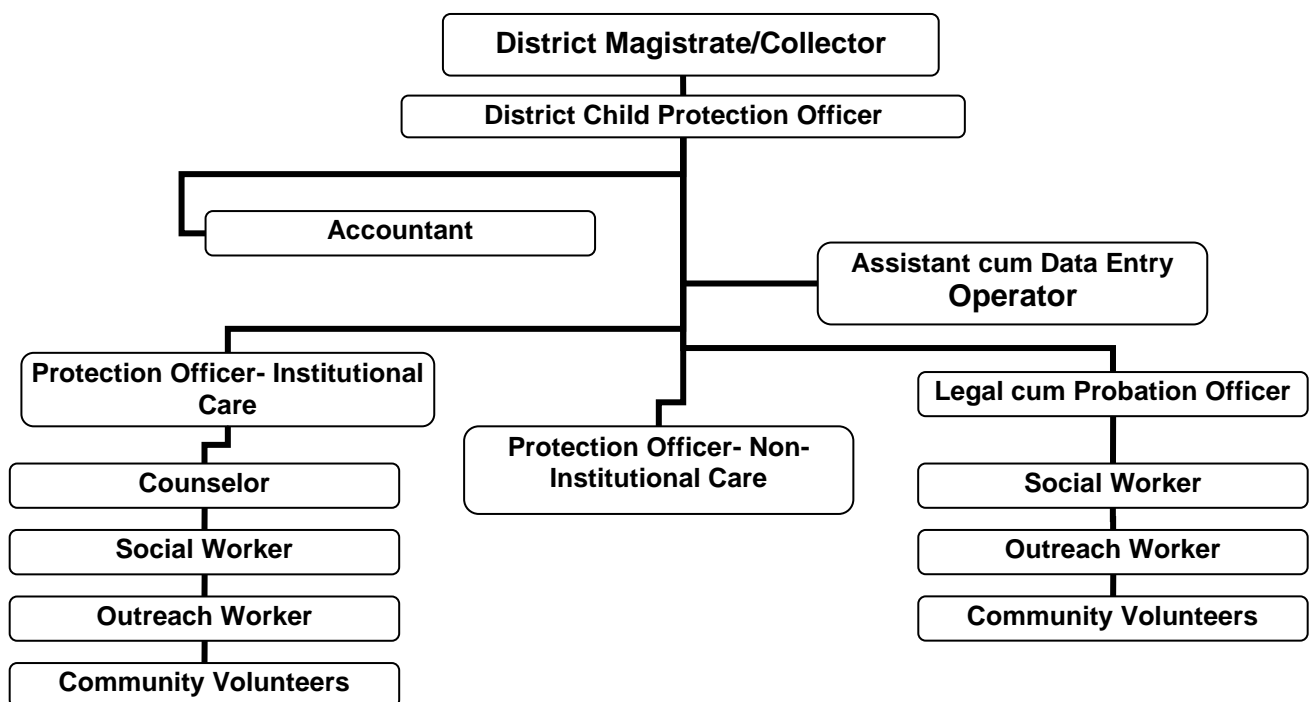
(v) Map all child related service providers and services at district for creating a resource directory;

(vi) Identify and support credible voluntary organizations to implement program 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 programs, 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, Protection of children from Sexual Offence Act,2012, CPCRC Act,2005 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 programs at district, block and community levels;

- (xviii) Organize quarterly meeting with all stakeholders at district level including *Childline Services*, SAA, superintendents of homes, NGOs and members of public to review the progress and achievement of child protection activities;
- (xix) Liaison with the SCPS, SARA and DCPUs 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 be uploaded onto a comprehensive, integrated, live database for children in care and in need of care in the country- the 'TrackChild'.

## 2.2 Structure of District Child Protection Unit (DCPU)



### Note:

- (i) *Counsellor at the DCPU will be responsible for supervising counsellors in the institutions and also for providing counselling support to children and families coming in contact with the DCPU.*
- (ii) *All staff members shall be engaged on contractual basis.*
- (iii) *The scheme also allows flexibility for staff on the basis of the geographical spread and population of the State, with the approval of PAB.*
- (iv) *Details of financial support provided for setting up the DCPU along with its roles and responsibilities is given at **Annexure- I**.*



# CHAPTER 4 – STATE LEVEL SERVICE DELIVERY STRUCTURES

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## 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.

### 1.1. **Functions of SCPS:**

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

- (i) Contribution 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. 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/programs and agencies/institutions at State/UT level;
- (iii) Setting up, supporting and monitoring performance of DCPU and ensure proper flow and utilization of funds to the districts through ICPS;
- (iv) Ensuring effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000, draft rules under the Act if not already done so or adopt the Central Model Rules;
- (v) Ensuring of 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 Prohibition Act, 2006 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, Commissions for Protection of Child Rights Act, 2005 (CPCR Act), Protection of children from Sexual Offence Act, 2012, etc. and any other Act that comes into force for protecting child rights;
- (vi) Networking and coordinating 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) Networking and coordinating with voluntary and civil organizations working in the field of child rights and protection;

- (viii) Carrying 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) Providing quarterly progress report to MWCD on Program implementation and fund utilisation;
- (xi) Liaisoning with MWCD and State Child Protection Societies of other States/UTs;
- (xii) Providing secretarial support to the State Child Protection Committee (SCPC).
- (xiii) Maintaining a state level database of all children in institutional care and family based non-institutional care and update it on a quarterly basis.

Financial Support for setting up State Child Protection Societies along with their roles and responsibilities under this scheme are given at **Annexure-I**.

## **2. STATE ADOPTION RESOURCE AGENCY (SARA)**

2.1 In order to support CARA in promoting in-country adoption and regulating inter-country adoption, ICPS provides for establishing of a State Adoption Resource Agency(SARA) in every State/UT as a unit under the SCPS, to coordinate, monitor and develop the work of adoption and render secretarial and administrative assistance to the State Adoption Advisory Committee(SAAC).

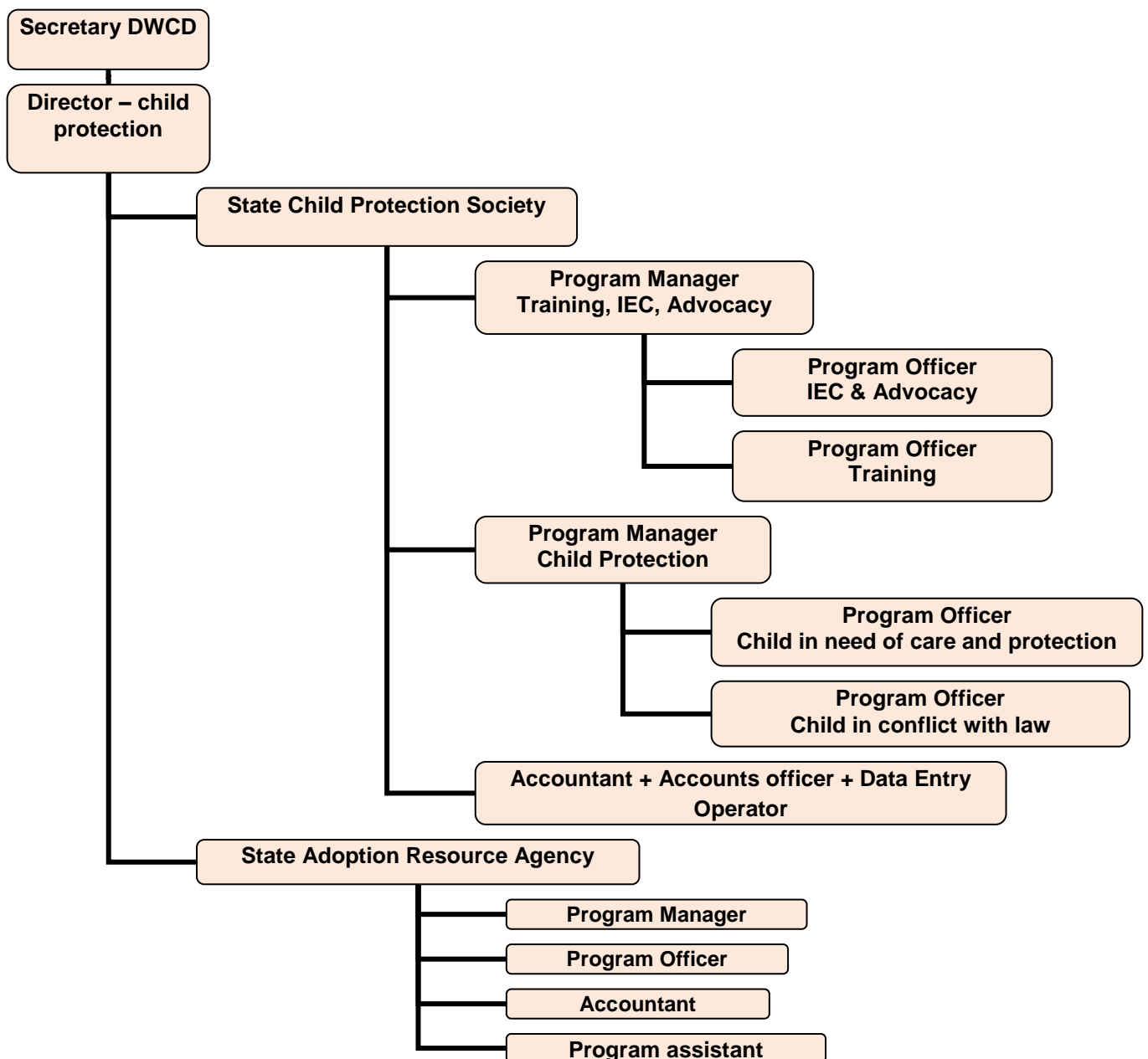
2.2 SARA shall liaison with DCPU at District levels and provide technical support to the Child Welfare Committees in carrying out the process of rehabilitation and social reintegration of all children through sponsorship, foster-care, in-country and inter-country adoption. The specific roles and responsibilities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

- (i) Functioning as the State level Resource Centre to coordinate, monitor and develop the adoption program in the State;
- (ii) Facilitating the setting up of SAAs, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
- (iii) 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;
- (iv) Promote in-country and regulate inter-country adoptions in coordination with CARA;

- (v) Maintain a centralized web-based database of adoptable children with the help of DCPU as a part of the child tracking system;
- (vi) Maintain a centralized web-based database of prospective adoptive parents with the help of DCPU;
- (vii) Supervise the work of SAAs and ensure coordination between them within State;
- (viii) Ensuring that all PAPs are registered at SAA/ SARA;
- (ix) Providing comprehensive adoption data to CARA on monthly basis;
- (x) Ensuring sensitization of all agencies and allied systems;
- (xi) Enhancing capacity of those working in the adoption system;
- (xii) Taking necessary punitive action when malpractices occur in the adoption program whether by licensed /recognized adoption agencies or by unlicensed individuals or organizations;
- (xiii) Advocacy and awareness for promoting adoptions in the State;
- (xiv) Developing and disseminating IEC materials.

Details of financial support for establishing a SARA along with staff roles are given at **Annexure-II.**

### 3. STRUCTURE & STAFF OF STATE CHILD PROTECTION SOCIETY (SCPS) & STATE ADOPTION RESOURCE AGENCY (SARA)



**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 allows flexibility regarding number of staff, with approval of the Project Approval Board (PAB), on the basis of criteria such as geographical spread and population of the State.
- (ii) State Adoption Resource Agency shall coordinate with the DCPO and Protection Officer at District level.

(iii) *Program Manager (Training, IEC & Advocacy) shall be responsible for training and capacity building of all personnel including those working in the adoption system.*

#### **4. 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 Program 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. This unit will be phased out once the implementation of the scheme has gained momentum. The MWCD plans to phase it out by 2015-16. 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, DCPU, 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 DCPUs;
- (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.

Financial support for setting up of SPSU along with details of roles and responsibilities are given at **Annexure-IV**.

# CHAPTER 5 - CENTRAL LEVEL SERVICE DELIVERY STRUCTURES

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## 1. **CENTRAL ADOPTION RESOURCE AGENCY (CARA)**

1.1 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.

1.2 The Government of India is concerned by the fact that the adoption program 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.

Financial support for strengthening CARA is given at **Annexure-III**.

## 2. **CENTRAL PROJECT SUPPORT UNIT (CPSU)**

2.1 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, hired on contractual basis, who would implement the scheme throughout the country.

2.2 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 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.

Financial support for setting up of CPSU along with details of roles and responsibilities are given at **Annexure-IV**.

### ***3. NATIONAL INSTITUTE FOR PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD)***

ICPS envisages establishing of an exclusive cadre of skilled child protection personnel across the country. It also seeks to address the need for evidence based planning and action on child protection issues. As there is a dearth of data and skilled people working for protection of children, the Scheme provides support for strengthening of NIPCCD and designates it as a nodal agency under ICPS, for building a knowledge base as well as enhancing capacities on child protection. Details of support provided and guidelines may be seen at **Annexure XIII**.

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**SECTION III - IMPLEMENTATION PLAN,  
CONVERGENCE, FUNDING PATTERN, OUTCOME  
& OUTPUT INDICATORS**

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# CHAPTER 6 - IMPLEMENTATION PLAN & CONVERGENCE

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## **1. IMPLEMENTATION PLAN**

1.1 The MWCD is implementing the Integrated Child Protection Scheme (ICPS) at its Child Welfare Bureau whose responsibilities include: formulation of policies and legislations for children; advocacy for effective implementation of policies, programs 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 requires 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.

1.2 The scheme is effectively being implemented with the spirit and vision in which it was conceptualized. The Central Project Support Unit (CPSU) set up at the Ministry has spearheaded the implementation process with the help of State Project Support Units (SPSUs) in all the States. The SPSUs are working under the overall supervision and direction of the CPSU. The SPSUs will be operational until the proper implementation of the scheme has been done in every state. In this regard, the SPSUs will be phased out in this XII plan period.

## **2. CONVERGENCE**

2.1 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.

2.2 The States/UTs shall ensure convergence with the Sports Authority of India for utilisation of Sports facilities, with Ministry of Health & Family Welfare for services under their Mental Health Program, and to develop linkages with State and District Legal Service Authorities for ensuring free legal aid. The possibility of utilising Rural Self Employment Training Institute under National Rural Livelihood Mission (NRLM) of the Ministry of Rural Development (MoRD) for providing free residential vocational training is also to be explored by the DCPU in consultation with the CWCs and JJBs, according

to the individual care plan prepared for children covered under the scheme. Convergence with other schemes for vocational training of children being implemented by the Ministry of Labour and Employment (MLoE) and Ministry of Human Resource Development (MoHRD) shall also be explored.

2.3 Convergence at the district level and its importance for children covered under the scheme has been illustrated by an example given at **Annexure V**.

## CHAPTER 7 – FUNDING PATTERN & FUND FLOW

### 1. FUNDING PATTERN

ICPS is a centrally sponsored program 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:

<b>COST SHARING RATIO FOR VARIOUS COMPONENTS</b>				
S.N.	COMPONENT	CENTRAL SHARE	STATE SHARE	NGO SHARE
<b><i>Special category States - Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh, Uttarakhand &amp; Jammu &amp; Kashmir</i></b>				
1	All components managed by Government	90%	10%	--
2	All components managed by NGO participation	90%	---	10%
<b><i>For other States/UTs ( other than those mentioned above)</i></b>				
3.	All structural components of State Project Support Unit (SPSU)* State Child Protection Society (SCPS), State Adoption Resource Agency(SARA) and District Child Protection Units (DCPU)	75%	25%	---
4.	Regulatory bodies provided for under the JJ Act, i.e., Juvenile Justice Boards (JJB), Child Welfare Committees (CWC)	35%	65%	---
5.	All Homes/SAA run by Government	75%	25%	---
6.	All Homes/SAA run by NGOs	75%	15%	10%
7.	Open shelters run by NGO participation	90%	---	10%
<b>OTHER COMPONENTS DIRECTLY SUPPORTED AT CENTRAL LEVEL</b>				
8.	Central Project Support Unit(CPSU)	100%	---	----
9.	Central Adoption Resource Authority (CARA)	100%	---	----

<b>COST SHARING RATIO FOR VARIOUS COMPONENTS</b>				
<b>S.N.</b>	<b>COMPONENT</b>	<b>CENTRAL SHARE</b>	<b>STATE SHARE</b>	<b>NGO SHARE</b>
10.	National Institute of Public Co operation and Child Development (NIPCCD)	100%	---	----
11.	Four Regional Centers of NIPCCD	100%	---	----
12.	'Mother NGO' presently Child Line India Foundation(CIF)	100%	---	----
13.	Four Regional Centers of 'Mother NGO'	100%	---	----
14.	<i>Childline Services</i> managed by a 'Mother NGO'	100%	---	---

\*(SPSUs will be phased out by 2015-16)

## **2. FUND FLOW**

2.1 Financial assistance to State Governments/UT Administrations will be given in two instalments.

2.2 The MWCD provides funds to the State/UT and the concern State/UT will transfer their share of funds along with the funds received from MWCD directly to the Bank Account of the State Child Protection Society (SCPS) within 15 days of receiving funds from the Centre. The SCPS shall in turn provide grant-in-aid to the District Child Protection Units (DCPUs) and voluntary organizations under the different components of the Scheme within 15 days from the date of receiving funds from SCPS.

## **3. PROVISION OF FLEXI FUND**

3.1 MWCD has introduced the provision of providing a flexi fund to the States/UTs as per the guidelines<sup>1</sup> of Planning Commission. 10% of the overall scheme budget is kept as flexi fund with the objective to provide flexibility to States/UTs to meet local needs and requirements, improved efficiency within the overall objective of ICPS. It shall also be used for mitigation and restoration activities under child protection in times of natural calamities.

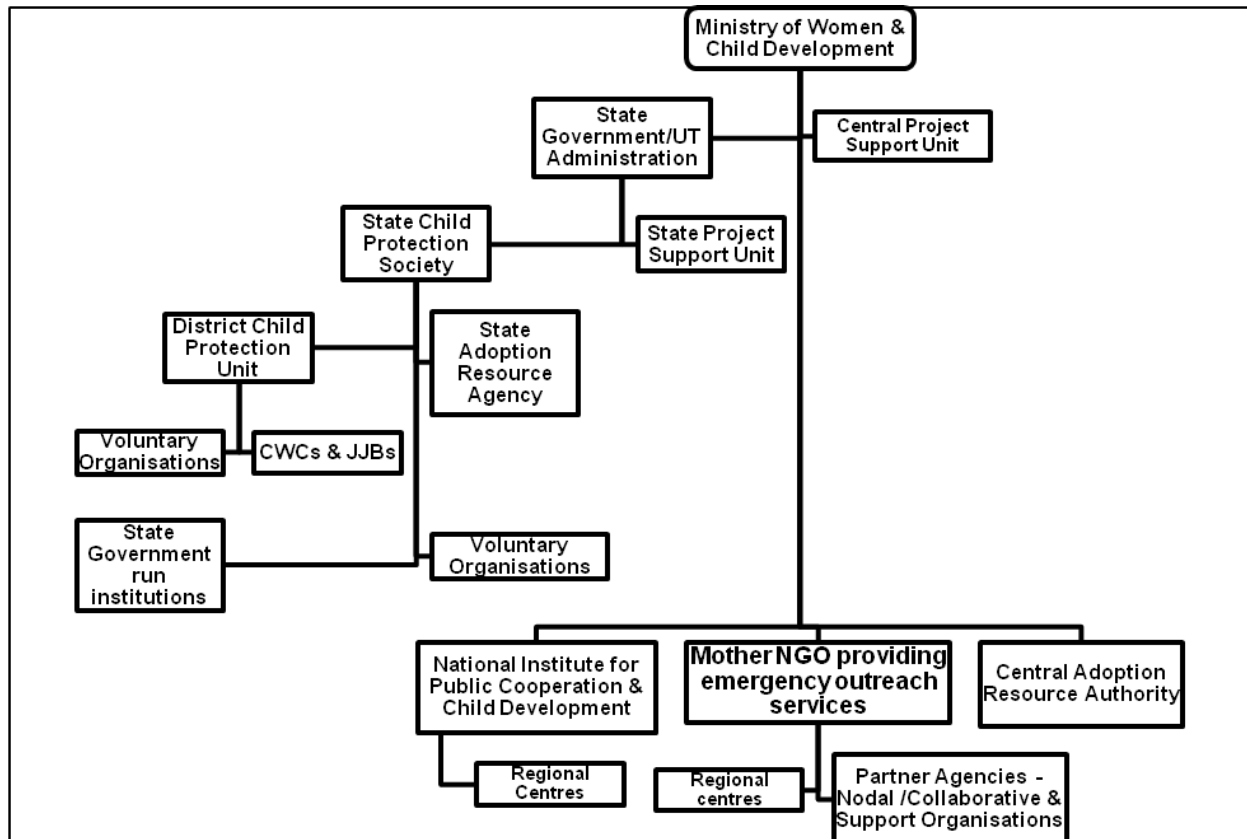
3.2 This fund shall not be used by the States/UTs as a substitute for their own funds. It will also not be diverted for carrying out activities under any other scheme from any other sector. It shall not be used for constructions/ repairs, residence of officials, purchase of vehicle, general publicity, rewards and incentives to staff etc.

<sup>1</sup> Guidelines of the Planning Commission on Flexi fund issued on 6<sup>th</sup> January,2014

3.3 Release of Flexi fund may be done on a pro-rata basis and within the financial proposal submitted by the States/UTs i.e. no separate system of release or separate utilisation certificate is required. This fund is subject to same audit requirements including CAG.

#### 4. PROCESS OF DISBURSEMENT

The fund flow of the scheme would be as per the following flow chart:



# CHAPTER 8 - OUTPUT & OUTCOME INDICATORS

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## 1. 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;
- (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 DCPU, DCPC, CWC, JJB, SJPU, SAA and others;
- (iii) Needs assessment and resource mapping of each district carried out;
- (iv) State and district child protection plans developed and under implementation
- (v) Open shelters for children in need, cradle baby reception centres, shelter homes, children's homes, observation homes, special homes and place of safety established in a district or group of districts;
- (vi) *Child line Services* are established in all districts;
- (vii) Minimum standards of care for all childcare institutions and service providers developed and implemented;
- (viii) Protocol of care for all service providers developed and implemented
- (ix) Individual care plans for all children prepared within the prescribed time limit, followed and regularly updated.
- (x) Capacity building plan formulated and implemented for ICPS functionaries and service providers
- (xi) All child care institutions registered under the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
- (xii) Family based, non-institutional care services mainstreamed;
- (xiii) Sponsorship and Foster care program available within the DCPU;
- (xiv) After care program available within the DCPU for children exiting care and in need of such services;
- (xv) Child Tracking System developed and functional;
- (xvi) Website for Missing Children and MIS on Child Protection set up and functioning;
- (xvii) Monitoring system for the ICPS in place and implemented;

(xviii) Timely allocation, disbursement and utilization of funds at all levels and services;

**2. OUTCOME 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.

## **SECTION IV – SERVICES & OTHER ACTIVITIES**

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### **OVERVIEW**

ICPS brings several existing child protection programs under one umbrella and initiates new interventions with 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 programs including preventive, statutory, care and rehabilitation services;
  - (i) Improving access to and quality of services provided;
  - (ii) 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;
  - (iii) Developing capacity of service providers;
  - (iv) Strengthening knowledge base, awareness and advocacy;
  - (v) 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;
  - (vi) Monitoring and evaluation;
  - (vii) Building partnerships and alliances for child protection at all levels, particularly at the grass-root community and district levels.
- (viii) 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.
- (ix) Details of the exclusive service delivery structures provided for under ICPS may be seen in the subsequent chapters.

## CHAPTER 10 - CARE & REHABILITATION SERVICES

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### A. **EMERGENCY OUTREACH SERVICE THROUGH A 'MOTHER NGO'.**

1. This is a 24/7 emergency phone outreach service for children in crisis which links them to emergency and long-term care and rehabilitation services. The service can be accessed by any child in crisis or an adult on their behalf by dialling a **four digit toll free number (1098)**. Established by the Government of India in 1999, this service has been extended in 280 cities across the country. In order to create a protective environment for children in all parts of the country, ICPS envisages the expansion of this service to all districts/cities. Besides, facilitating such expansion, the 'Mother NGO' is also responsible for undertaking process documentation, research, awareness campaigns and advocacy on issues related to strengthening *childline service* in the country.

1.1 At present Childline India Foundation (CIF) is the only 'MOTHER NGO' managing this service as *childline*. The Ministry may also select any other NGO of repute as 'Mother NGO' for various regions of the country to facilitate implementation.

1.2 The 'Mother NGO' shall submit a financial proposal regarding its annual grant which will include, its four Regional centres and all existing partner NGOs, before the Project Approval Board (PAB) at the Ministry. The proposal of 'Mother NGO' shall also include a State wise expansion plan for its *childline services*. The 'Mother NGO' shall also have the flexibility to change the existing models of *childline services*, as and when required, within the overall funds provided, with the approval of PAB. The MWCD shall provide a bulk grant to the selected 'Mother NGO' every year in two instalments of 50% each, which shall be released by the 'Mother NGO' to the partner NGOs running *childline services*.

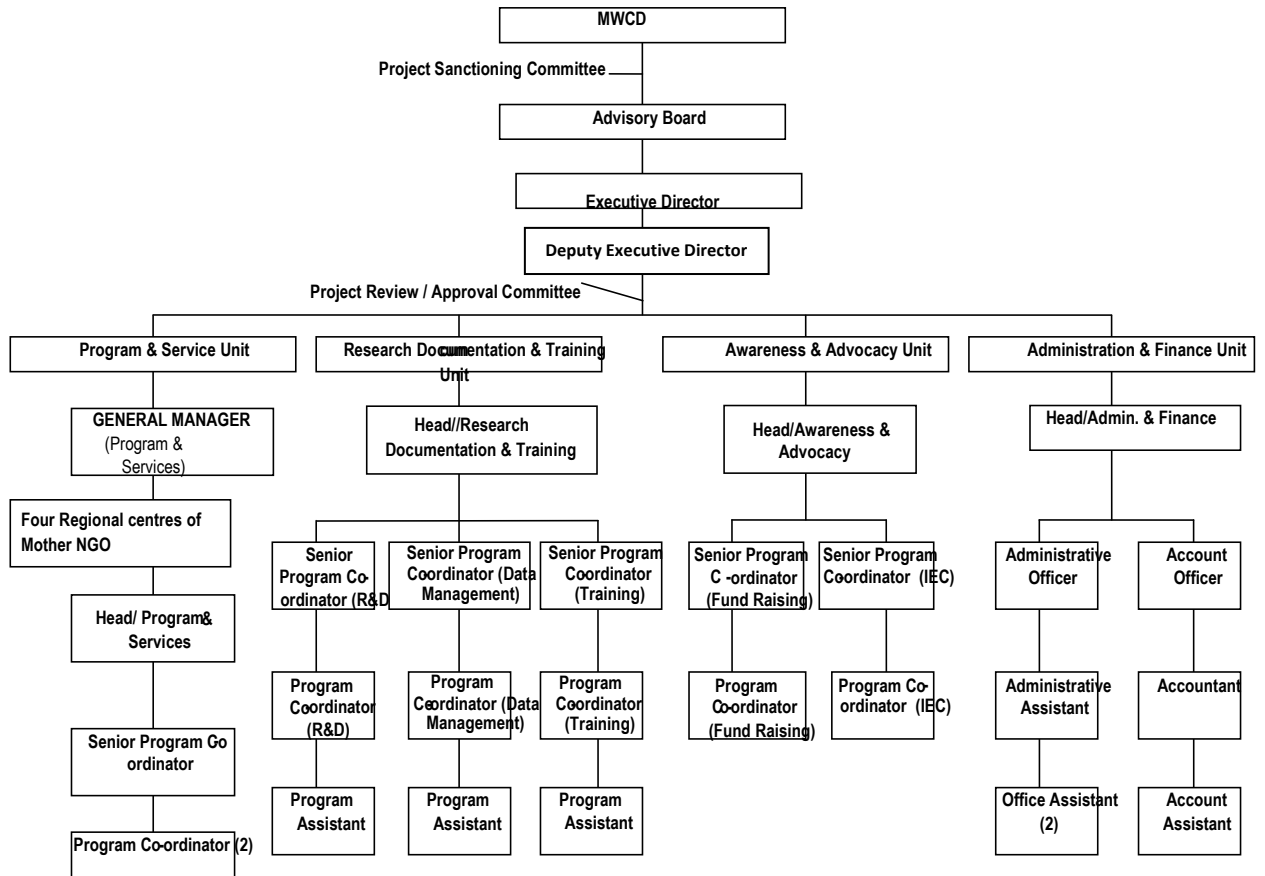
### 2. **ORGANISATIONAL STRUCTURE**

The suggested organisational structure of a 'Mother NGO' and its regional centres (if any) is given below:

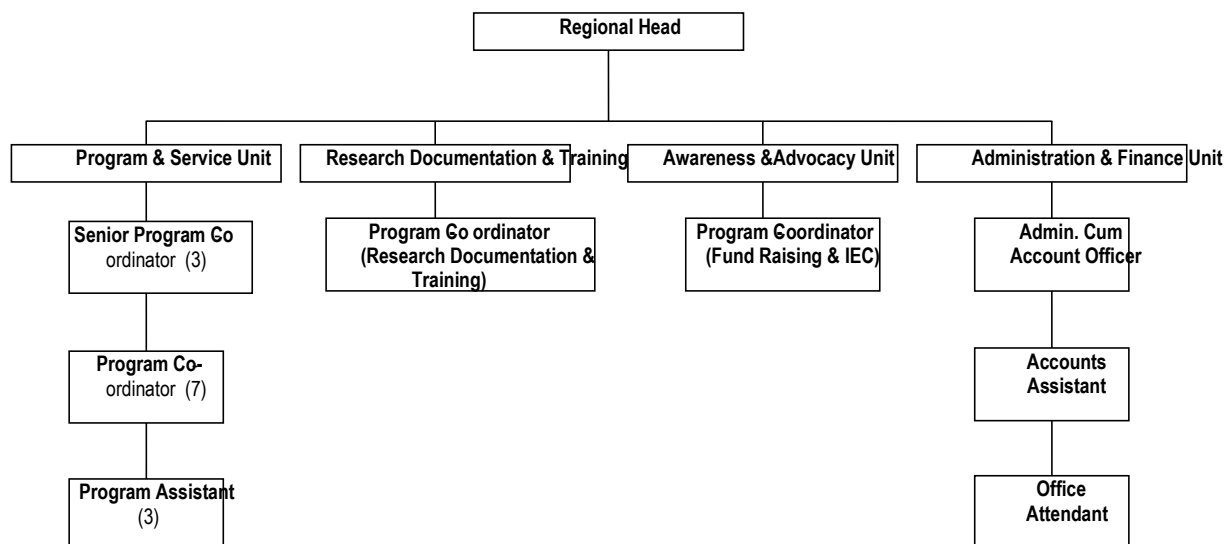
#### 2.1 **Headquarters - "Mother NGO"**

Under ICPS, at present "Child line India Foundation (CIF)" has been given the status of a "Mother NGO" for running *Childline Service* in the country. The Scheme shall strengthen the capacity of 'Mother NGO' by supporting its Regional Centres, as required, besides supporting its Headquarters in the Country.

## 2.2. Suggested Organisational Structure of 'Mother NGO'



## 2.3 Suggested Organisational Structure of Regional Centre of Mother NGO:



## 3. GUIDELINES

The Guidelines for supporting the 'Mother NGO' and its regional centres with the responsibility of expansion and monitoring of *Child line services* in all the districts/cities of the country are given in **Annexure – VI (a) and VI (b)**. These guidelines include roles and responsibilities for various functionaries and financial support to be provided by the MWCD. The regional centers would report to the 'Mother NGO's Headquarters and broadly have the 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.

## 4. PROGRAMS & 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 DCPU;
- (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 DCPU/SCPS for compilation of a national comprehensive database of child protection;
- (ix) Creating awareness and ensuring access to the 1098 Child helpline 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;

## 5. SUGGESTED STRUCTURE AND FUNCTIONS OF CHIDLIN

### 5.1 Urban Model

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



### 5.2 Rural Model

The *childline* program at the district level shall comprise of the District Level Advisory Board (DAB), one Nodal Organisation, one Collaborative Organisation and six District Sub-Centres. The role and responsibilities of the Nodal and Collaborative Organisations are as listed below.



## 6. FUNCTIONS OF CITY/DISTRICT ADVISORY BOARDS AND PARTNER ORGANISATIONS

### 6.1 City/District Level Advisory Board:

The City/District Level Advisory Board shall comprise of 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 services*;
- (ii) To address policy issues emerging from cases intervened into;
- (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.

### 6.2 Nodal Organization: (both Rural and Urban Model)

The nodal organizations for *Childline services* 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 the 'Mother NGO' (presently, 'MOTHER NGO') 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 DCPU and SCPS;
- vi) Recruiting students to *childline* services as volunteers for creating awareness campaigns and assist with program management;
- vii) Research on issues related to child protection;
- viii) Conduct monthly meetings with partner organizations;
- 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 Services.

### **6.3 Collaborative Organizations (both Rural and Urban Model):**

These are voluntary agencies, which shall function as the call centers for *Childline Services*. They work 24/7 and respond to calls that are received on the 1098 *Childline Services*. 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 collaborative organizations are as under:

- i) Responding to calls received on the *childline services* 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 services* 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.

### **6.4 Support Organizations (in Urban Model)**

Support organizations are voluntary agencies with very strong community based programs. The role of support organizations is to supplement the functions of the collaborative organization by undertaking those activities, which the collaborative organization is not able to perform on its own. These organizations are supposed to be located in suburbs of urban areas. The purpose of having support organizations is to widen the reach of the *Childline Services* to ensure that children receive timely assistance in crisis situations. The role and functions of 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 about *Childline Services* in these areas;
- iii) Follow-up of cases that are referred by the Collaborative Organization;
- iv) Monthly Open house to elicit feedback from children who are users of the *Childline Services* (1098) and to understand and bring to the fore issues concerning children;
- v) Documentation of cases intervened;

#### **6.5 District Sub-Centres (in Rural Model)**

Every Collaborative Organisation providing *Childline Services* can establish up to six District Sub-Centres 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 three staff members, who shall be assisted by two volunteers from already established networks in the district such as the Mahila Samakhya members, Anganwadi workers, school teachers, woman member of panchayat. 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 seven to nine villages.
- ii) Conduct outreach and awareness regarding the service.
- iii) Intervene in cases referred to by the *Childline Services* 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 Services*.
- v) Report to the *Childline Services* call centre regularly about the developments and follow up actions.



vi) The local volunteers will follow up rescued children, who have returned to the village. They will also create awareness about child protection issues.

The financial support to be provided by MWCD to 'Mother NGO' for Nodal, Collaborative and Support Organisations and District Sub-Centres is given at **Annexure-VIII.**

## ***B. OPEN SHELTERS FOR CHILDREN IN NEED IN URBAN AND SEMI-URBAN AREAS***

1. The largest numbers of homeless children, pavement dwellers, street and working children, child substance abusers and child beggars, left on their own and in need of care and support, reside in urban areas. They are seen living 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. They end up at traffic intersections, railway stations, streets, sabzi mandi (vegetable market), etc. begging for alms, wiping automobile windscreens, rag picking, vending wares. 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 and exploiters themselves.

2. Amongst these children, a large number of child substance abusers have also been identified by government through civil society organisations working in these areas. Inhalant (popularly known as solution) is the most commonly used substance among these children, though some of the children also move on to other substances such as cocaine etc. The usage pattern among the children is also dreadful. It was understood that major part of the money earned by the children is spent on drugs. They may also be involved in petty thefts, drug peddling or controlled by a begging or stealing groups. Many of these children also peddle sex for survival and paedophilia is common. Besides, urban areas also include a large number of unauthorised slums and other areas which are hubs of sex trafficking which are particularly unsafe for children living there, making them vulnerable to age-inappropriate information, second generation prostitution etc. ICPS also caters to the needs of such children including, prevention, treatment and rehabilitation through services of these Open shelters.

3. This flexible mechanism of Open Shelters is catering to the unique needs of these children particularly in urban areas and aims to harness their talent and potential, thus giving them the opportunity to become productive citizens. These are community based safe spaces which provide a space for children where they can play, study, use their time productively and engage themselves in creative activities through music, dance, drama, yoga & meditation, computers, indoor and outdoor games, etc. in a safe environment and located within their own community.

4. These activities encourage meaningful peer group participation and interaction. This ensures the overall growth and development of children and keeps them away from socially deviant behaviours, in addition to fulfilling their basic requirements for food, nutrition and health. These Open Shelters also have provisions for health care,

quality and flexi-time education (including connecting with mainstream schools) and vocational training and have space where children can safely keep their belongings and earnings. Counselling guidance and life skill education are also provided here for channelizing these children's energy into productive endeavours. In the long term, the aim is to make them self reliant, aware and wean them away from street life or dysfunctional behaviours.

## **5. Target Group**

Open Shelters in urban and semi-urban areas will cater to all children in need of care and protection particularly beggars, child substance abusers, street and working children, rag pickers, small vendors, street performers, orphaned, deserted, trafficked and run-away children, children of migrant population, children living in unauthorized areas/slums, children of socially marginalized groups and any other vulnerable group of children.

## **6. 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 carryout out regular follow up to ensure that children do not return to vulnerable situations.

## **7. 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 Program (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 DCPU from time to time;
- (xxi) Maintain electronic data of each child and furnish the details to the DCPU as a part of the child tracking system and provide list of names of children accessing services to the Child Welfare Committee whenever directed to do so.

**1. 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 DCPU for making arrangement for accommodation

Financial Support shall be provided through the State Government/UT Administration to voluntary organizations for establishing such Open Shelters as per **Annexure-VIII**. In case a State/UT is unable to find suitable voluntary organizations to run these Open Shelters, the State /UT shall run these centres from the funds available.

## **C. FAMILY BASED NON – INSTITUTIONAL CARE THROUGH SPONSORSHIP, FOSTER CARE, ADOPTION & AFTER CARE**

1. The Juvenile Justice (Care and Protection of Children) Act, 2000 and the Model Rules framed thereunder provide for the rehabilitation and reintegration of children through sponsorship, foster-care, adoption and after-care.

### **2. Sponsorship and Foster Care**

2.1 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;

2.2 The ICPS supports the creation of a Sponsorship and Foster Care Fund that will be placed at the disposal of the DCPU. An amount of *Rs.10 Lakhs* per district per annum shall be provided under the scheme. The State Governments are encouraged to give additional grants to the SCPS under Sponsorship and Foster Care Fund and may initiate steps to proactively identify children needing protection with support of organisations working in this sector.

**2.3 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 below:

- (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

### **3. Sponsorship**

**3.1 Reasons for Sponsorship:** The sponsorship support shall be provided for the following reasons:

i) **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 DCPU with the help of its social workers, outreach workers, volunteers as well as the Village Child Protection Committees shall identify vulnerable families or children for sponsorship support. Guidelines for preventive sponsorship are to be prepared by MWCD.

ii) **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 a suitable case to DCPU for rehabilitation through the sponsorship fund. Cases will be reviewed by CWC/JJB before recommending to the DCPU for sanction of sponsorship fund. Guidelines for rehabilitative sponsorship have been finalized and may be seen at [www.wcd.nic.in](http://www.wcd.nic.in).

### **3.2 Criteria for selection of children for Sponsorship:**

- i) Children in institutions who can be restored to families (de-institutionalisation),
- ii) For preventive sponsorship children in conditions of extreme deprivation based on the “proxy parameters” of - types of residential locality, social deprivation and occupation shall be selected, whose family income is not exceeding:
  - a) Rs 36 thousand per annum: for Metro cities
  - b) Rs 30 thousand: for Other Cities
  - c) Rs 24 thousand: for Rural areas

This criteria is indicative at present, as MWCD has to prepare guidelines for implementation of Preventive Sponsorship.

### **3.3 Procedure for sanction and release of funds under the Sponsorship Program:**

i) The quantum of sponsorship will be of Rs.2000 per month per child and would be subject to further guidelines to be laid down by MWCD.

ii) The DCPO will open a Bank/Post Office account in the name of the child, to be operated by the child's guardian, preferably by the Mother.

iii) There will be no cash transfer. The money will be directly transferred from the DDCPU's bank account to the Bank/Post Office.

iv) 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 DDCPU/SAA, to determine need for Sponsorship assistance.

v) 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.

vi) The sponsorship support shall be for a maximum of two children per family;

vii) The supervision of children and families shall be undertaken by the DDCPU and shall include quarterly home and school visits.

viii) 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 DDCPU.

ix) Families receiving sponsorship grant shall have access to counselling support.

x) If at any point of time the child has to be institutionalized the sponsorship assistance shall be discontinued.

xi) Sponsorship assistance will be suspended immediately, if the school going child is not found to be regularly attending school.

The financial support to be provided for Family Based Non-Institutional Care through Sponsorship is given in **Annexure-I (Table 5.1, S.N. 7)**.

#### **4. Foster Care**

4.1 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 provides support for foster care through the



Sponsorship and Foster Care Fund available with the DCPU. The foster care program shall be managed jointly by the Child Welfare Committee, District Child Protection Unit and the Specialised Adoption Agency/Child Care Institutions and each of these agencies shall have the following responsibilities:

**(i) Specialised Adoption Agency (SAA)/ Child Care Institutions (CCI)**

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/CCI shall supervise and monitor the progress of the child and periodically report to both CWC and the DCPU.

**(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 Unit**

- a) Create awareness on the foster care program;
- 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 program.

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.

#### **4.2 Procedure for sanction and release of funds under the Foster Care Program**

Foster Care program 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.2000 per month per child and would be subject to guidelines to be laid down by State/UT under section 42 (3) of the JJ Act and rules 34 and 35 of the Central Model Rules, 2007 for the purposes of carrying out foster care program.

The financial support to be provided for Family Based Non-Institutional Care through Foster Care is given in **Annexure-I (Table 5.1, S.N. 7)**.

### **5. Adoption**

5.1 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.

#### **5.2 Specialized Adoption Agency (SAA)- facilitating Adoption**

5.2.1 The JJ Act empowers the State Government to recognize one or more of its institutions or voluntary organizations in each district as SAA in such manner, as may be prescribed, for the placement of orphaned, abandoned or surrendered children for adoption in accordance with the provisions of various guidelines for adoption issued from time to time, by the State Government, or the Central Adoption Resource Authority (CARA) 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.

5.2.2 ICPS supports State and NGO run Specialized Adoption Agency (SAA) where adoptable children of below five years of age are provided residential care. The individual care plan for each child is prepared within a month by the Specialized

Adoption Agency (SAA) in coordination with the District Child Protection Unit (DCPU) and forwarded within a fortnight for approval to the Child Welfare Committee (CWC), once agreed upon by the DCPU. The SAA shall report to the DCPU 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.

5.2.3 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 DCPU and SARA;
- d) Maintaining an online<sup>2</sup> database of all children admitted;
- e) Preparation of child study report and physical examination report;
- 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 DCPU and SARA for indicating the rehabilitation plan for each child admitted in the SAA.

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

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<sup>2</sup> This online database will be a part of the Child Tracking System and will have restricted accessibility to agencies such as DCPU, SARA and CARA.

- a) Registration of prospective adoptive parents;
- b) Reporting the registration of PAPs to the DCPU and SARA;
- c) Maintaining an online<sup>3</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.

5.2.4 The SAA shall work under the overall supervision of State Adoption Resource Agency and the District Child Protection Unit. 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.

### **5.3 Cradle Baby Reception Centre**

5.3.1 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. The DCPU 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. 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

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<sup>3</sup> This online database will have restricted accessibility to agencies such as DCPU, SARA and CARA.

of the DCPU 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.

5.3.2 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.

5.3.2 The DCPU 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 program 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.

**5.4 State Adoption Advisory Committee:** In order to promote, implement, supervise and monitor the family based non-institutional programs 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.

#### 5.4.1 The Composition of this Committee shall be as under:

S. N.	MEMBERS	DESIGNATION
1.	Secretary, Women & Child Development or the Administrative Department for Adoption Program	Chairman
2.	Director, Women & Child Development or the concerned Directorate for Adoption Program.	Member Secretary
3.	Representative of State Health Department	Member
4.	Representative of CARA on invitation	Member
5.	Program Manager, SARA	Member
6.	Chairperson/Representatives of Adoption Coordinating Agencies	Member
7.	Representatives of two SAAs by rotation	Member
8.	Expert in the field of Child Rights and Child Protection	Member
9.	Legal Expert	Member
10.	Representative of <i>Childline Services</i>	Member

The financial support to be provided for Family Based Non-Institutional Care through Adoption is given in **Annexure IX**.

#### 6. Aftercare

6.1 The Juvenile Justice Act provides for an After Care Program for children without family or other support who leave institutional care after they attain 18 years of age to sustain themselves during the transition from institutional to independent life. The objective of this after care program is to enable such children to adapt to the society and to encourage them to move away from an institution based life.

6.2 DCPU shall identify suitable voluntary organizations that will run such After Care Programs. These organisations shall formulate an after-care program for these children for a period of three 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;

6.3 Based on the case to case basis, a JJB/CWC can order placement of a juvenile/child in the after-care program. The JJB/CWC shall mark a copy of the order to the DCPU for arranging after-care for the juvenile/child 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 SCPS shall in turn release grants up to a maximum of @Rs.2000 per child per month to the organisation running the aftercare program 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.

6.4 The funds for managing the Aftercare Program are being provided to the SCPS at the State level, based on the number of districts in the State as given below:

- i) States with less than 15 districts: Rs 15 lakhs
- ii) States with more than 15 districts: Rs 30 lakhs
- iii) States with more than 30 districts: Rs 45 lakhs

The financial support to be provided for Non-Institutional Care through After Care Program is given in **Annexure-I (Table 5.2, S.N. 12)**.

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## **D. INSTITUTIONAL SERVICES**

1. 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. These include Shelter Homes, Children's Homes and Observation Homes, Special Homes, Place of Safety. 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 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. 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.

2. While setting up the institutions, the States/UTs shall adhere to the following, besides the prescribed standards of care for children in institutions given in **Annexure XIV**:

### **i) Location of Institution**

Institutions 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.

### **ii) 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:

#### **(a) Observation Home**

- i. Separate observation homes for girls and boys
- ii. 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.

#### **(b) Special Home**



- i. 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
- ii. Classification and segregation of juveniles on the basis of age and nature of offences and their mental and physical status

**(c) Children's Home**

- i. 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
- ii. Separate children's homes for boys and girls in the age group of 7-11 and 12- 18 years
- iii. Separate facilities for children in the age group of 0-5 years with appropriate facilities for infants

**(d) Shelter Home**

- i. Separate shelter homes for girls and boys;
- ii. 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;

**3. Training of staff**

3.1 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.

3.2 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 programs for different categories of personnel. The training programs 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 programs could be arranged as:

i) Orientation and training for newly-recruited staff and in-service training for existing staff;

ii) Refresher training courses for every staff member at least once in every two years;

iii) 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.

#### **4. Home Management Committee**

Every institution shall constitute a Home Management committee as prescribed under rule 55 of the JJ Rules, 2007 for the management of the institution and for monitoring the progress of every juvenile and child. The committee should also receive and respond to complaints and requests from children/juveniles.

#### **5. Children's Committees**

5.1 Every institution shall constitute Children's committee as prescribed under rule 56 of the JJ Rules, 2007 for three different age groups of children. These committees should meet every month and maintain a record of its proceedings and share it with the management committees in their monthly meetings. These committees shall be formed in assistance from local Voluntary Organisations or child participation experts, who will support these committees in selecting leaders, conducting meetings, developing rules etc.

5.2 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-curricular activities which also promote skill development.

#### **6. Development of Individual Care Plan**

For each child in institutional care, an individual care plan shall be developed by the concerned agency in consultation with the DCPU within a month. Once agreed

upon by the DCPU, the individual care plan shall be forwarded within a fortnight for approval to the CWC/JJB. The concerned agency shall report to the DCPU 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.

## **7. Development of manuals/protocols for Homes:**

MWCD shall develop manuals/protocols for creating Child friendly Homes, which shall include various activities for constructively engaging children and shall focus on child participation in management of Homes. Such manuals/protocols shall be shared with the States/UTs. These protocols shall also include community participation in various types of Homes and encourage openness and transparency in managing these Homes.

## **8. Support for various kinds of Homes**

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/UTs in construction and maintenance of a new home, under the maintenance grant support to such homes/institution shall be provided for maintenance only. Financial support for setting up and maintaining various types of institutions discussed below are given in **Annexure- X.**

### **i) 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, and child substance abusers etc. The Juvenile Justice (Care and Protection of Children) Act 2000 empowers State Governments to recognize reputed and competent voluntary organizations, to cater to the needs of such children. The State Government shall provide financial assistance to set up and administer Shelter Homes for such children. At least one such Shelter Home in the State is to be notified and designated by the States/UTs as a Home for the care, detoxification and counselling of children affected by substance abuse. These Shelter Homes shall offer day and night shelter facilities to the children in need of support services for 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.

## **ii) 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.

## **iii) 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.

## **iv) 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.

**v) Place of Safety:**

a) As per section 16, of the Juvenile Justice (Care and Protection of Children) Act, 2000, the Juvenile Justice Board is empowered to place a juvenile above the age of 16 years in a Place of Safety, if the Board is of the opinion that the seriousness of the offence and/or the said juvenile's behaviour, makes it unsuitable for them to be placed in a Special Home. A 'Place of Safety' is any place or institution, (not being a police lockup or jail), established separately or attached to an observation home or a special home, the person in-charge of which is willing to receive and take care of the juvenile in conflict with law placed there, by order of the Board, for a period and purpose as defined in the order.

b) The Act also states that the State Government may arrange to place a juvenile referred to it by the Board, in a 'Place of Safety', which has been declared fit by the State Government for such purpose, and may order such juvenile to be kept under protective custody, at such place and on such conditions, as it deems proper. The State Government may, by rules, prescribe the types of places that can be designated as 'Place of Safety' and the facilities and services that may be provided therein.

**vi) Specialised Services for Children with Special Needs**

a) A significant number of children are affected/infected by HIV/AIDS. Many children are affected by substance abuse or are mentally or physically challenged. Such children are in need of long term care because of abandonment, death of one or both parents or inability of parents/guardians to take care of 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.

b) The scheme provides additional financial support to the institutions having children with special needs, as mentioned above. Further, the scheme also provides flexibility to the States/UTs to either integrate the Program 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.

## ***E. GENERAL GRANT-IN-AID FOR NEED BASED/ INNOVATIVE INTERVENTIONS***

1. While an attempt has been made to incorporate all major interventions/services for all children in difficult circumstance into the ICPS, the Ministry recognizes importance of supporting need-based/innovative intervention programs. Such programs shall depend on the specific needs of a district/city and may be initiated as pilot projects: for example, special programs 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.

2. Financial Support for any innovative project as mentioned above is given at **Annexure I (Table 5.2, S.N. 10)**.

## CHAPTER 11 – STATUTORY SUPPORT SERVICES

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### **A. CHILD WELFARE COMMITTEES (CWC)**

1. The Juvenile Justice (Care and Protection of Children) Act, 2000 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.

2. 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 States/UTs.

### **3. Guidelines for setting up of Child Welfare Committees (CWCs)**

#### **i) Location of CWC**

As provided under the JJ Act, 2000, the Child Welfare Committee should hold its sittings in the premises of a Children's Home.

#### **ii) Space and Infrastructure**

a. 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.

b) 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 well 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.

c) The financial support for setting up of Child Welfare Committees is given in **Annexure- XI**.

## ***B. JUVENILE JUSTICE BOARDS (JJBs)***

i) The Juvenile Justice (Care and Protection of Children) Act, 2000 makes it mandatory to have one Juvenile Justice Board (JJB) 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 provides adequate infrastructure and financial support to the States/UTs.

### **ii) Guidelines for setting up of Juvenile Justice Boards (JJBs)**

#### **a) Location of JJB**

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

#### **b) Space and Infrastructure**

The newly constructed Observation Homes shall have two rooms of 300 sq. ft. each for the JJB. The 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, funding 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.

The financial support for setting up of Juvenile Justice Boards is given in **Annexure-XII**.

## ***C. SPECIAL JUVENILE POLICE UNITS (SJPUs)***

i) The Juvenile Justice Act 2000 provides for setting up of 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.

ii) As a statutory requirement, the ICPS shall provide for two paid social workers in each SJPU for supporting the unit. The District Child Protection Unit 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. Financial Support for these social workers under DCPU is given at **Annexure I (Table 5.1, S.N. 3)**.

### **1. HUMAN RESOURCE DEVELOPMENT FOR STRENGTHENING COUNSELLING SERVICES**

1.1 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.

1.2 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 by a relevant institution/body.

### **2. TRAINING AND CAPACITY BUILDING**

2.1 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:

2.2 **Role of NIPCCD:** NIPCCD shall be the nodal agency 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 Centres 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.

2.3 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.

2.4 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. Financial Support for Setting up of Child Protection Division in NIPCCD and its Four Regional Centres at Bangalore, Guwahati, Indore and Lucknow along with their roles and responsibilities is given at **Annexure-XIII**.

**2.5 Role of State Child Protection Societies (SCPS) in conducted Trainings:** At the State/UT level, the nodal responsibility of training and capacity building shall be with the SCPS, which shall be responsible for developing a training master plan for the State/UT with the help of all its DCPUs. 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 Centres.

2.5.1 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 on child protection issues.

2.5.2 Financial Support for setting up of SCPS for implementing training and capacity building Programs along with their roles and responsibilities is given at **Annexure- I (Table 5.2)**.

### **3. STRENGTHENING THE KNOWLEDGE BASE**

3.1 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:

**3.2 Research and Documentation:** The scheme facilitates 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.

3.3 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 programs. 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.

3.4 NIPCCD and its regional centres 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 provides for financial support to NIPCCD for the same. In addition, SCPS and CARA also have adequate budgetary provisions for supporting such activities at Centre, State and District levels.

Financial support for research and documentation is provided at **Annexure XIII** for NIPCCD and at **Annexure III** for CARA.

#### **4. CHILD TRACKING SYSTEM**

4.1 The MWCD 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.

4.2 In order to bridge this gap, the MWCD, under the ICPS, has developed 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. A web-enabled data management system on child protection has created a resource base for child protection issues. A nationwide website 'TrackChild' has been developed for tracking missing children and their ultimate repatriation and rehabilitation.

4.3 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 has been setup by the Central Project Support Unit (CPSU) with data entry mechanisms and unified procedures for enabling centralized coordination through effective use of web-enabled software that has been developed by NIC for this purpose. At the State level SCPS with support of DCPU are setting up and managing this Child Tracking System. The Child Tracking System has two components:

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

The DCPUs 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 DCPU will also maintain a database of all children in institutional care and non-institutional care at the district level with the ultimate goal of developing a comprehensive, integrated, live database for children in need of care and protection. Being a complex and intensive activity, demanding a lot of time and resources, and therefore, is gradually being developed and expanded to the entire country.

## ii) **Website for missing children**

There is also a need to create a systematic and centralized mechanism for tracking large numbers of children who either run away or are missing for various reasons, and to facilitate their recovery and rehabilitation. The national portal 'TrackChild' also has linkages with SCPS and DCPUs for tracking such children.

Financial support for computers/laptops, data entry operators and internet connectivity is provided for DCPU at **Annexure I (Table 5.1)**; for SCPS at **Annexure I (Table 5.2)** and for SARA at **Annexure II**.

## **5. ADVOCACY, PUBLIC EDUCATION AND COMMUNICATION**

5.1 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.

5.2 There are various schemes/programs being implemented by Government of India and State Governments on child protection. However, the awareness about such programs is generally poor and therefore people are not able to avail services under those programs. 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 program amongst childless parents works as a barrier to promotion of child adoption.

5.3 The MWCD 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.

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

5.6 Financial support for Advocacy and Awareness Generation is provided for DCPU at – **Annexure I (Table 5.1, S.No.8)** ; for SCPS at **Annexure I, (Table 5.2(i), S.No.9)** and **(Table 5.2(ii), S.No.10)**; and for SARA at – **Annexure II.**

## 6. MONITORING

6.1 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 has been established. Monitoring system is 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 has served as the baseline for developing this management information system. Initially, the DCPU has to collect, upgrade and maintain disaggregated database of all children in institutional and non institutional care. Then DCPU will collect data of vulnerable children in the district. The State level database is to be maintained at SCPS on the basis of inputs from the DCPUs.

**6.2 Monitoring at Central level:** The MWCD has set up a monitoring system that includes the following:

i) **Project Approval Board (PAB)** has been constituted at the Ministry to scrutinize and approve implementation plans, Annual Plans and financial proposals from States/ UTs and other organisations for release of grants under the scheme. The board also monitors and reviews the progress of implementation of the scheme from time to time. The State /UTs submit their financial proposals duly filled in the prescribed formats, along with their implementation plans for scrutiny. They present the same before the PAB for appraisal and approval. The CPSU provides secretarial assistance to the PAB. The Chairperson may invite any other expert or concerned organisation to attend the meeting of the PAB.

ii) The composition of the PAB is given below:

S.N.	NAME & DESIGNATION OF THE OFFICER	DESIGNATION IN THE BOARD
1.	Secretary, MWCD	Chairperson
2.	Secretary, MSJ&E/representative	Member
3.	Secretary, MoHome/ representative	Member
4.	Secretary, MoPanchayati Raj/ representative	Member
5.	Secretary, MoLabour/ representative	Member
6.	Secretary, MoHRD, Dept. of elementary education/ representative	Member
7.	Addl. Secretary, MWCD	Member

S.N.	NAME & DESIGNATION OF THE OFFICER	DESIGNATION IN THE BOARD
8.	Addl. Secretary and Financial Advisor, MWCD	Member
9.	Joint Secretary,(Child Welfare) MWCD	Member
10	Secretary, CARA	Member
11	Director, NIPCCD	Member
12	Director, (Child Welfare), MWCD	Member Secretary

**(ii) Monitoring reports:**

The States/UTs are required to submit quarterly district and state-wise report of data of vulnerable children, structures, services and the progress under various components of ICPS online in the prescribed central level monitoring formats formulated by MWCD. Each State /UT has been provided with an identity name and password. These reports are examined in the MWCD and a feedback for further action is provided to the States.

**(iii) The MWCD 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.

**(iv) Concurrent Monitoring through Social Audit:**

MWCD may depute experts/external agencies in the area of child protection to visit the States/UTs periodically to oversee the implementation of the scheme. These experts will also visit various types of child care institutions and non institutional care programs being implemented under the scheme in that State/UT as prescribed under the JJ Act. Appropriate provision of social audit by such experts/external agencies shall be made.

**6.3 Monitoring at State level:** The State Principal Secretary/Secretary, Women and Child Development supervise implementation of ICPS with the help of the State Child Protection Committee (SCPC). Such a Committee under the Chairpersonship of the



State Principal Secretary/Secretary shall include members from the concerned 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 have been developed. The Chief Secretary of the concerned State/UT shall conduct an annual review of the implementation of the ICPS at State level.

**6.4 Monitoring at District level:** The Chairperson Zila Parishad and District Magistrate, assisted by District Child Protection Committee (DCPC), supervise the activities of the DCPU as well as the overall implementation of 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 are to be developed in the process of implementation of the scheme.

**6.5 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 DCPU, 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.

**6.6 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 DCPU, Anganwadi workers, school teachers, auxiliary nurse midwives, as well as respected village members and civil society representatives.

The monitoring Committees at State, District, Block and Village level, will monitor the following aspects of the Scheme in their respective areas of responsibility:

**i) 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 DCPU data base (including DCPU itself). 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.

**ii) 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.

**iii) 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 DCPU 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.

**iv) System performance: results**

The States/UTs will develop a set of measurable child protection 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.

**7. AUDIT**

Audit shall be done as per Comptroller & Auditor General of India norms and it will be followed both at the Central and State/UT levels.

## **8. EVALUATION**

The ICPS is a continuing scheme from the XI Plan and a mid-term evaluation of the scheme shall be conducted before the end of the XII Plan period to evaluate its effectiveness and suggest course correction. The MWCD will have this evaluation conducted by an independent third agency.

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## **SECTION V – ANNEXURES**

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# ANNEXURE I - DISTRICT CHILD PROTECTION UNITS (DCPU) & STATE CHILD PROTECTION SOCIETY (SCPS)

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## **1. ROLES AND RESPONSIBILITIES OF DISTRICT CHILD PROTECTION UNITS (DCPU)**

1.1. **District Magistrate:** The District Child Protection Units (DCPU) shall function under the overall administrative control and supervision of the District Magistrate of the concerned district. The District Magistrate shall be responsible for effective implementation of ICPS and all other child protection policies and programs at the district level. He/she shall also be the co-chairperson of District Child Protection Committee (DCPC). The DCPC shall be chaired by the Chairperson Zila Parishad.

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

1.2.1 The DCPO 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/programs/NGOs and shall report to SCPS at the State level. For the purpose of coordinating non-institutional care program 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.

1.2.2 He/she shall also be coordinating and networking with all the line departments/officers including:

- (i) District Magistrate,
- (ii) District Judge,
- (iii) Superintendent of Police,
- (iv) Child Development Project Officer (CDPO),
- (v) Labour Officer, Education Officer,
- (vi) Chief Medical Officer (CMO),

- (vii) Municipal Authorities and
- (viii) Members of Zila Parishad and other local bodies.

1.2.3 Besides, he/she shall also coordinate with:

- (i) Voluntary Organizations,
- (ii) Hospitals/Nursing Homes,
- (iii) Child Welfare Committee,
- (iv) Juvenile Justice Board,
- (v) *Childline services*
- (vi) Other authorities at district level who have direct or indirect impact on child protection programs/services.

1.2.4 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.

1.3. **Protection Officer (Institutional Care):** Under the supervision of the DCPO, the Protection Officer (Institutional Care) would ensure effective implementation of child protection programs 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.

1.3.1 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 program 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 programs 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) Carry out family based non-institutional care through foster care, sponsorship and after care programs;
- (vi) Carry out 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 program 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 programs 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>4</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;

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<sup>4</sup> Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal cum Probation Officers.



- (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. **Counselor:** Each Child Protection Unit at District level shall have a counselor for providing counseling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counselor shall also work with the CWC and JJB at district level as and when required.

1.7. **Social Worker:** Each Child Protection Unit 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 Unit 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 Unit 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 anganwadi workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth and involve them in to the child protection program at block and community levels.

## **2. ROLES AND RESPONSIBILITIES OF STATE CHILD PROTECTION SOCIETY (SCPS)**

**2.1 State Principal Secretary/ Secretary:** The State Child Protection Society (SCPS) shall be functioning under the overall administrative control and supervision of the State

Principal Secretary/Secretary currently dealing with child welfare/development programs, in the State Government/UT Administration. He/she shall spearhead the effective implementation of ICPS and all other child protection policies and programs 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 Child Rights (SCPCR), Child Welfare Committees (CWCs), Juvenile Justice Boards (JJBs) and Special Juvenile Police Units(SJPU) in every district. The Principal Secretary/Secretary shall also ensure compulsory licensing of all voluntary/charitable organizations housing children under the Juvenile Justice Act, 2000. He/she shall 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 Principal Secretary/Secretary is empowered to take all administrative decisions pertaining to the implementation of the ICPS and related fund disbursement.

The State Principal Secretary/Secretary shall head a **Project Sanctioning Committee** set up for examining and clearing proposals/ projects submitted by the voluntary organizations under the different program components of the ICPS. The financial powers will be vested in the Principal Secretary/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 (SCPS), the State Adoption Resource Agency (SARA) and all the District Child Protection Units (DCPUs) of the State/UT. The Director/Commissioner shall be responsible for ensuring effective implementation of ICPS and other child protection policies and programs 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 programs at state and district levels. He/she shall also supervise and monitor utilization of funds allocated under ICPS.

**2.3 Program Manager (Child Protection):** The Program Manager, Child Protection shall be responsible for coordinating and supervising programs and services for children in need of care and protection and juveniles in conflict with law at State levels, with the help of Program Officer [Children in Need of Care and Protection (CNCP)], Program Officer [Juvenile in Conflict with Law (JCL)] and the District Child Protection

Units. 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 Program Manager (Child Protection) shall also ensure supervision and monitoring all the institutions/agencies housing children in the State. The Program Manager (Child Protection) shall also provide all necessary support to the Director/Commissioner, Child Protection in rolling out funds for implementing programs and services for children in need of care and protection and juveniles in conflict with law at state level.

**2.4 Program Manager (Training, IEC & Advocacy):** He/she shall be responsible for coordinating and supervising all training and capacity building programs for functionaries under ICPS at State level. With the assistance of Program 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 programs 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 Program Manager (Training, IEC & Advocacy) shall also be responsible for all IEC and Advocacy programs 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 Program Officer (IEC & Advocacy) and the District Child Protection Units. The Program 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 Program Officer (IEC & Advocacy) to increase public understanding of rights of the child.

In the States, where the number of districts is less than 15, only one post of Program Manager has been provided. In such States, the work of Child Protection and Training, IEC & Advocacy will be done by the same person and he may be called Program Manager.

**2.5 Program Officer (Children in Need of Care and Protection, CNCP):** He/she shall function under the overall supervision of the Program 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 (SCPS). He/she shall

also be responsible for coordinating with all the DCPU 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 Program Officer (Juvenile in Conflict with Law, JCL):** He/she shall function under the overall supervision of the Program 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 (SCPS). He/she shall also be responsible for coordinating with all the DCPUs for implementing, supervising and monitoring all child protection activities pertaining to juveniles in conflict with law at State and District levels.

**2.7 Program Officer (Training):** He/she shall support the Program Manager (Training, IEC & Advocacy) in coordinating and supervising training and capacity building programs 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 Programs at State levels.

**2.8 Program Officer (IEC & Advocacy):** He/she shall support the Program 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 programs at State and district levels in coordination with the DCPU.

### **3. SELECTION AND APPOINTMENT PROCESS**

3.1 A Program of this magnitude and nature requires a team of dedicated professionals to establish and run ICPS successfully. The Scheme provides for hiring of contractual staff at State and District level; however the States may appoint the staff on permanent basis or on higher salaries than provided in this scheme for which the States will have to bear the extra expenditure incurred in this regard.

3.2 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 Central level contractual staff will be recruited by the program Joint Secretary (ICPS). State level staff shall be recruited by the Director, ICPS in consultation with the State Principal Secretary/Secretary. The District

level staff shall be recruited by the District Magistrate. All recruitments shall be made as per the guidelines of the respective Governments.

3.3 A Selection Committee constituted by the State Principal Secretary/Secretary dealing with ICPS shall recruit the technical and support staff of the SCPS and SARA. For appointment of staff of the DCPU; the District Magistrate shall head the Selection Committee. The other members of this selection committee may include district level officers e.g. District Program Officer (ICDS), District Social Welfare Officer, Chairperson/Members of CWC, Members of JJB etc.

3.4 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 Principal Secretary/Secretary dealing with the ICPS and at district level by the District Magistrate. 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 DCPU.

#### **4. BUILDING AND INFRASTRUCTURE:**

The SCPS and DCPU shall be provided with adequate space and infrastructure by the concerned States/UTs at State/UT and District headquarters to carry out their roles and responsibilities. The SCPS may function from the premises of the State Department working on the child protection/welfare issues in the State. The DCPUs may function from the premises of the concerned department at the district level. In case the State/UT Government or district administration is unable to provide space for SCPS or DCPU may function from a rented building.

**5. FINANCIAL SUPPORT FOR DISTRICT CHILD PROTECTION UNIT (DCPU) AND STATE CHILD PROTECTION SOCIETY (SCPS)**

**5.1 District Child Protection Unit (DCPU)**

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure(once in five years)</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, etc.)	3,00,000
2.	Five Computers with Web Cam and UPS (including cost of software license) and Two Printers cum Scanners	2,25,000
	<b>Total (A)</b>	<b>5,25,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	<b>Staff Salary</b>	
	One District Child Protection Officer (DCPO) @ Rs. 33,250 per month <sup>1</sup>	3,99,000
	One Protection Officers, Institutional Care @ Rs. 21,000 per month	2,52,000
	One Protection Officer, Non-Institutional Care @ Rs. 21,000 per month	2,52,000
	One Legal cum Probation Officer @ Rs. 21,000 per month	2,52,000
	One Counsellor @ Rs. 14,000 per month	1,68,000
	Two Social Worker @ Rs. 14,000 per month	3,36,000
	One Accountant @ Rs. 14,000 per month	1,68,000
	One Data Analyst @ Rs. 14,000	1,68,000
	One Assistant cum Data Entry Operator @ Rs. 10,000 per month	1,20,000
	Two Outreach Workers @ Rs. 8,000 per month <sup>2</sup>	1,92,000
	<b>Total Salary</b>	<b>23,07,000</b>
4.	<b>Rent for hiring the space at district level (if not provided by the District Administration) @ Rs 15,000 per month x 12 months (as per actuals)<sup>3</sup></b>	1,80,000
5.	Travel allowance for DCPU staff at State/UT Government rates	4,50,000
6.	Fund for repatriating children– (subject to actuals)	4,00,000
7.	District Sponsorship and Foster Care Fund	10,00,000
8.	Advocacy and awareness- organizing camps, melas for community awareness and sensitization	2,00,000
9.	Sensitisation and capacity building of all stakeholders such as Police, PRI members etc.	4,00,000
10.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)	1,80,000

S.N.	ITEM	AMOUNT (IN Rs.)
11.	Contingency Fund including internet connection, hiring of watchman, vocational training in Homes etc.	6,00,000
12.	<b>Total (B)</b>	<b>57,17,000</b>
13.	<b>Total Expenditure (A+B)</b>	<b>62,42,000</b>

<sup>1</sup> Either by deputation or contract, the officer on deputation will draw his salary according to government rules/scale.

<sup>2</sup> Number of outreach workers can be increased upto a maximum of five on the basis of population and geographical spread of district.

<sup>3</sup> In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.30,000 per month.

Note:

Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

## 5.2 State Child Protection Society (SCPS)

### i) Financial Support for States with 15 or less than 15 districts:

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	5,00,000
2.	Seven Computers with UPS & Web Cam (including cost of software license) and Three Printers cum Scanners	3,15,000
	<b>Total</b>	<b>8,15,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	<b>Staff Salary</b>	
	One Program Managers @ Rs. 35,000 per month	4,20,000
	Two Program Officers @ Rs. 26,250 per month	6,30,000
	One Accountants Officer @ Rs. 17,500 per month	2,10,000
	One Accountant @ Rs. 14,000 per month	1,68,000
	Two Assistants cum Data Entry Operator @ Rs. 10,000 per month	2,40,000
	<b>Total</b>	<b>16,68,000</b>
4.	Travel allowance for SCPS staff at State/UT Government rates	8,00,000
5.	Rent for Office Premises @ Rs. 20,000 per month (as per actual) <sup>1</sup>	2,40,000

S.N.	ITEM	AMOUNT (IN Rs.)
6.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)- Subject to actuals	2,00,000
7.	Training Funds for organizing programs 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 program components of the ICPS	15,00,000
11.	Contingency Fund including internet connection. hiring of vehicle, watch man etc.	4,00,000
12.	After care fund	15,00,000
13.	Situational analysis and mapping of districts, preparation of annual district plans, resource mapping, preparation of resource directory, child tracking etc.	15,00,000
	<b>Total</b>	<b>1,05,08,000</b>
	<b>Total Expenditure (A+B)</b>	<b>1,13,33,000</b>

<sup>1</sup> In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 50,000 per month

Note:

Any request for non-recurring component, in the interim period, may be provided, if approved by the Project Approval Board (PAB).

#### ii) Estimated budget for States with more than 15 districts

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	6,00,000
2.	Thirteen Computers with UPS & Web Cam (including cost of software license) and Three Printers cum Scanners/Laptop	5,85,000
	<b>Total</b>	<b>11,85,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	<b>Staff Salary</b>	



S.N.	ITEM	AMOUNT (IN Rs.)
	Two Program Managers @ Rs. 35,000 per month	8,40,000
	Four Program Officers @ Rs. 26,250 per month	12,60,000
	One Accountants Officer @ Rs. 17,500 per month	2,10,000
	One Accountant @ Rs. 14,000 per month	1,68,000
	Four Assistants cum Data Entry Operator @ Rs. 10,000 per month	4,80,000
	One Accounts Assistant @ Rs. 10,000 per month	1,20,000
	<b>Total</b>	<b>30,78,000</b>
5.	Travel allowance for SCPS staff at State/UT Government rates	15,00,000
6.	Rent for Office Premises @ Rs. 25,000 (as per actuals) <sup>1</sup>	3,00,000
7.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)- Subject to actual	2,50,000
8.	Training Funds for organizing programs 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 program components of the ICPS	30,00,000
12.	Contingency Fund (including internet connection, hiring of vehicle, watchmen etc.)	8,00,000
13	After care Fund <sup>2</sup>	30,00,000
14.	Situational analysis and mapping of districts, preparation of annual district plans, resource mapping, preparation of resource directory, child tracking etc. <sup>3</sup>	30,00,000
	<b>Total</b>	<b>1,96,78,000</b>
	<b>Total Expenditure (A+B)</b>	<b>2,02,63,000</b>

<sup>1</sup> In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 30,000 per month

<sup>2</sup> For States with more than 30 districts, Aftercare fund will be provided @ Rs 45 lakhs

<sup>3</sup> For States with more than 30 districts, funds for Situational Analysis will be provided @ Rs 45 lakhs

Note:

Any request for non-recurring component, in the interim period, may be provided, if approved by the Project Approval Board (PAB).

# ANNEXURE II – STATE ADOPTION RESOURCE AGENCY

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## 1. **ROLES AND RESPONSIBILITIES OF STATE ADOPTION RESOURCE AGENCY (SARA)**

**1.1 Program Manager (Adoption, Foster Care and Sponsorship):** He/she shall be responsible for coordinating and supervising all non-institutional care programs at the State level. He/she shall supervise the adoption program, 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 Units, Child Welfare Committees, 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 program in the State;
- (ii) Facilitate the setting up of SAAs where they do not exist and recommend to CARA for registration
- (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 web-based database of adoptable children with the help of District Child Protection Units 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 Units;
- (viii) Supervise the work of SAAs and ensure coordination between them within State;
- (ix) Ensure that all PAPs are registered at DCPU/ SAA/ 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 program 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 Program Officer:** He/she shall work under the overall supervision of the Program Manager (Adoption, Foster Care and Sponsorship) to assist him/her in supervision and monitoring of all the adoption programs, 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. FINANCIAL SUPPORT**

S.N.	ITEM	AMOUNT (IN RS.)	
		STATES WITH 15 OR LESS THAN 15 DISTRICTS	STATES WITH MORE THAN 15 DISTRICTS
<b>A. Non-recurring Expenditure (once in five years)</b>			
1.	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,00,000	2,00,000
2.	Three Computers with UPS & Web Cam (including cost of software license) per system and Two Printers cum Scanners	1,35,000	1,35,000
<b>Total</b>		<b>3,35,000</b>	<b>3,35,000</b>
<b>B. Recurring Expenditure (per annum)</b>			
3.	<b>Staff Salary</b>		
	One Program Managers @ Rs. 35,000 per month	4,20,000	4,20,000
	One Program Officer <sup>1</sup> @ Rs. 26,200 per month	3,15,000	3,15,000
	One Program Assistant @ Rs. 10,000 per month	1,20,000	1,20,000

S.N.	ITEM	AMOUNT (IN Rs.)	
		STATES WITH 15 OR LESS THAN 15 DISTRICTS	STATES WITH MORE THAN 15 DISTRICTS
	<b>Total</b>	<b>8,55,000</b>	<b>8,55,000</b>
	Travel allowance for SARA staff at State/UT Government rates	2,00,000	5,00,000
4.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	3,00,000	5,00,000
5.	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, etc.)	1,20,000	2,00,000
6.	Contingency Fund (including internet connection, hiring of vehicle, watchman etc)	1,00,000	1,50,000
7.	<b>Total</b>	<b>15,75,000</b>	<b>22,05,000</b>
<b>Total Expenditure (A+B)</b>		<b>19,10,000</b>	<b>25,40,000</b>

<sup>1</sup> Number of Program Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT.

Note:

- a) SARA should be housed in the same premises as SCPS. Therefore there is no provision for rent
- b) Any request for non-recurring component, in the interim period, may be provided, if approved by the Project Approval Board (PAB).

# ANNEXURE III – STRENGTHENING OF CENTRAL ADOPTION RESOURCE AUTHORITY

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## **1. ROLES AND RESPONSIBILITIES CENTRAL ADOPTION RESOURCE AGENCY (CARA)**

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 program.

### **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) for putting in maximum efforts in domestic adoption and advising on non-institutional family based care;
- (iii) Ensuring inter-state placement for those children who do not finding a suitable family within the State with the help of SARAs;
- (iv) 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. FINANCIAL SUPPORT**

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure</b>		

S.N.	ITEM	AMOUNT (IN Rs.)
1.	Cost of Land & construction/purchase of office building	5,00,00,000
<b>Total</b>		<b>5,00,00,000</b>
<b>B. Recurring Expenditure per annum</b>		
2.	Training and Capacity building	10,00,000
3.	Research and Documentation	5,00,000
4.	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actuals)	50,00,000
5.	Miscellaneous	4,00,000
<b>Total</b>		<b>69,00,900</b>
<b>Total Expenditure (A+B)</b>		<b>5,69,00,900</b>

# ANNEXURE IV – CENTRAL & STATE PROJECT SUPPORT UNITS

## 1. CENTRAL PROJECT SUPPORT UNIT (CPSU)

### 1.1 Staff Strength

S.N.	POST	AMOUNT (IN Rs.)
1.	Two Deputy Mission Directors @ Rs. 70,000 per month	16,80,000
2.	Four Project Implementation Officers @ Rs. 55,000 per month	26,40,000
3.	One Administrative Officer @ Rs. 35,000 per month	4,20,000
4.	One Accounts Officer @ Rs. 35,000 per month	4,20,000
5.	One Accountant @ Rs. 19,000 per month	2,28,000
6.	Two Assistant cum Computer Operator @ Rs. 19,000 per month	4,56,000
7.	One Stenographer to Mission Director @ Rs. 19,000 per month	2,28,000
<b>Total</b>		<b>60,72,000</b>

Note: All posts to be filled on contractual basis

### 1.2 Financial support for the Central Project Support Unit (CPSU)

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, Xerox machine, etc.)	20,00,000
2.	12 Computers with UPS (including cost of software license) and 2 Printers cum Scanners cum Fax	5,10,000
3.	Evaluation of the scheme by an independent third party <sup>1</sup>	1,00,00,000
<b>Total</b>		<b>1,25,10,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	Rent for hiring the office space @ Rs. 1.00 lakhs per month	1,20,00,000
4.	Staff Salary (as given in Table 1.1 above)	<b>60,72,000</b>
5.	Travel allowance	15,00,000
6.	Training and capacity building	25,00,000
7.	Advocacy and Awareness generation	25,00,000



S. N.	ITEM	AMOUNT (IN Rs.)
8.	Management of Web Portal 'TrackChild'	2,50,00,000
9.	Regional Consultations (five)	10,00,000
10.	Concurrent Monitoring	25,00,000
11.	Foreign travel, Study tours and exposure to best practices abroad	50,00,000
12.	Administrative Expenses including Taxi and staff/consultant hiring	25,00,000
13.	Contingencies including meetings, hiring of vehicle etc	5,00,000
	<b>Total</b>	<b>5,50,00,000</b>
	<b>Total Expenditure (A+B)</b>	<b>7,35,82,000</b>

<sup>1</sup> Further funds can be allotted by the Ministry based on requirement

Note:

Any request for non-recurring component, in the interim period, may be provided, if approved by the Project Approval Board (PAB).

## 2. STATE PROJECT SUPPORT UNIT (SPSU)

### 2.1 Staff Strength

S. N.	Post	AMOUNT (IN Rs.)
1	One Program Manager @Rs.35,000 per month	4,20,000
2	Two Project Officers @Rs.26,250 per month	6,30,000
3	One Administrative Officer @Rs.17,500 per month	2,10,000
4	One Assistant cum Computer Operator @Rs.10,000 per month	1,20,000
	<b>Total</b>	<b>13,80,000</b>

Note: All posts to be filled on contractual basis

### 2.2 Financial support for the State Project Support Unit (SPSU)

S. N.	ITEMS	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure( once in five years)</b>		
1.	Furniture and other office equipments (tables, chairs, cupboards, Xerox machine, etc.)	6,00,000
2.	Five Computers with UPS (including cost of soft ware license) and Two Printers cum Scanners cum Fax	2,25,000

	<b>Total</b>	<b>8,25,000</b>
<b>B. Recurring Expenditure( per annum)</b>		
3.	Rent for hiring the office space <sup>1</sup> @ Rs. 25,000 per month	3,00,000
4.	Staff Salary (as given in Table 2.1 above)	13,80,000
5.	Travel allowance	7,00,000
6.	Administrative Expenses including Taxi and staff/consultant hiring	7,00,000
7.	Training, Capacity building, IEC and Advocacy, Monitoring	12,00,000
8.	Contingencies fund including meetings, hiring of vehicle etc.	2,00,000
	<b>Total</b>	<b>31,00,000</b>
	<b>Total Expenditure (A+B)</b>	<b>53,05,000</b>

<sup>1</sup>In case State Governments cannot provide office space

Note:

Any request for non-recurring component, in the interim period, may be provided, if approved by the Project Approval Board (PAB).

## ANNEXURE V – CONVERGENCE

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1. ICPS encourages convergence with other line departments, agencies, organizations and all stakeholders for enabling a protective environment for children.

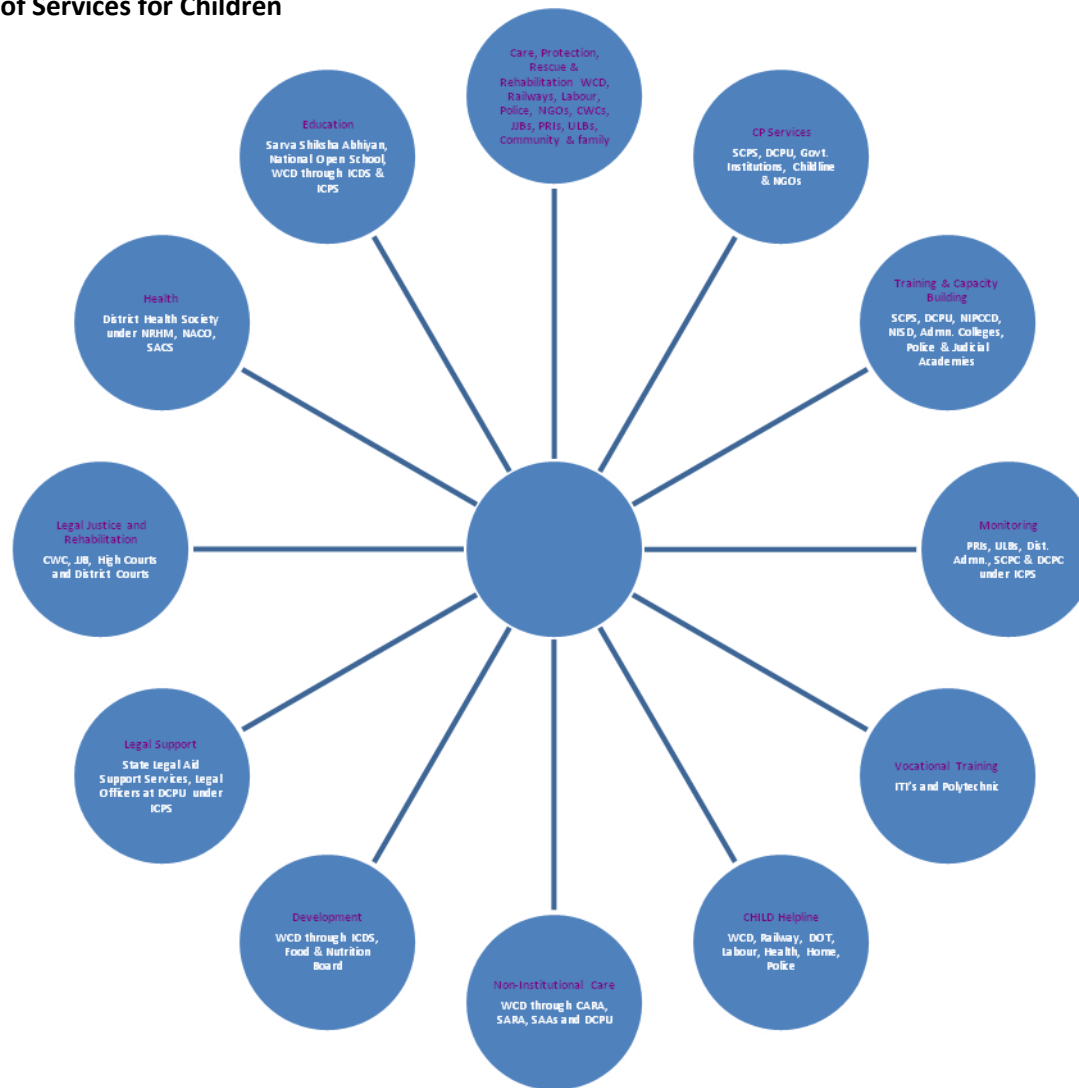
For example, a runaway child found working at the railway station will require the following services:

- (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, 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/PRIs

2. 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 has provided 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 programs 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 Unit 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.



# ANNEXURE VI (A) - 'MOTHER NGO' PROVIDING EMERGENCY OUTREACH SERVICES

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## 1. 'MOTHER NGO' - ROLES AND RESPONSIBILITIES

### 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 'Mother NGO';
- (iv) He/she is responsible for reporting to the Governing Board of 'Mother NGO' 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.

### 1.2 Deputy Executive Director/General Manager (Programs 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 'Mother NGO';
- (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 "Mother NGO" 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 'Mother NGO' to the Regional Offices and vice versa;
- (ix) He/she is responsible for representing the organization at state and national level forums.

### **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 'Mother NGO' 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 'Mother NGO's 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.

### **1.4 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 'Mother NGO' function and enable them to undertake CR based program analysis & subsequent advocacy initiatives at different levels;
- (iii) To provide key inputs to the Services Department of "Mother NGO" 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 "Mother NGO" 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.

### **1.5 Head: Awareness and Advocacy**

\_Resource mobilization in accordance with annual targets determined by the Governing Board and Executive Director;

- (i) Design and conduct donor relationship programs;
- (ii) Conduct donor sensitization programs in association with other departments of 'Mother NGO';
- (iii) Generate awareness on the 1098 call service and the cause and credibility of "Mother NGO";
- (iv) Brief external agencies and develop communication tools and material;
- (v) Organise and coordinate national communication campaigns;
- (vi) Develop and maintain the "Mother NGO" website and undertake web campaigns to enhance communication with donor agencies and the general public;
- (vii) Develop and anchor a Volunteer Management program;
- (viii) Organise programs for the sensitization of media personnel on the content of 'Mother NGO' interventions;
- (ix) Managing public relations and interaction with media personnel to enhance the image of 'Mother NGO'.

## **2 FINANCIAL SUPPORT PROVIDED TO 'MOTHER NGO'**

S.N.	COMPONENT	AMOUNT (IN Rs.)
<b>A.</b>	<b>Non Recurring Expenditure (once in five years)</b>	
	Furniture, equipment, recruitment	30,00,000
<b>B.</b>	<b>Recurring Expenditure (per annum)</b>	
<b>1.</b>	<b>Salaries</b>	
	Executive Director @ Rs. 80,000 per month	9,60,000
	General Manager /Deputy Executive Director @ Rs. 60,000 per month	7,20,000
	Four Heads @ Rs. 50,000 per month	24,00,000
	Six Senior Program Coordinators @ Rs. 35,000	25,20,000
	Seven Program Coordinators @ Rs. 25,000 per month	20,16,000
	Three Program Assistants @ Rs. 18,000 per month	6,48,000
	One Administrative Officer @ Rs. 25,000 per month	3,00,000
	One Accounts Officer @ Rs. 25,000 per month	3,00,000
	One Accountant @ Rs. 18,000 per month	2,16,000
	One Administrative Assistant @ Rs. 18,000 per month	2,16,000
	One Accounts Assistant @ Rs. 18,000 per month	2,16,000
	Two Office Attendants @ Rs. 6,000 per month	1,44,000
<b>2.</b>	<b>Administration costs</b>	
	Rent @ Rs. 8,75,000 per month (subject to actuals)	1,05,00,000
	Contingencies (Telephone, electricity, postage, stationary, etc.) @ Rs. 40,000 per month	4,80,000
	Conveyance @ Rs. 35,000 per month	4,20,000
	Repairs & Maintenance	7,00,000
	Staff Development	1,05,000
	Misc	87,500
	<b>Sub-Total</b>	<b>1,22,92,500</b>
<b>3.</b>	<b>Program related expenditure (Childline Services)</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	5,00,00,000
	Advocacy, Awareness and Networking	50,00,000
	<b>Sub –Total</b>	<b>6,10,00,000</b>
	<b>Grand Total</b>	<b>8,82,44,500</b>

*Note:*

*Mother NGO' would be free to add additional funds for salary or any other component from their own resources.*

# ANNEXURE VI (B) - REGIONAL CENTRES OF 'MOTHER NGO' FOR PROVIDING EMERGENCY OUTREACH SERVICES

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## 2.1 REGIONAL CENTRES - ROLES AND RESPONSIBILITIES

### 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 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 services* at the state forums;
- (vii) To facilitate advocacy of *Childline services* 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 NGOs Dept. of Finance and Administration to ensure program target are met with optimal spending and timely utilisation of funds.

### 1.2 Role of Senior Program Coordinator Programs

- (i) Setting up *Childline service* in the agreed targeted new districts;
- (ii) Developing a vision and strategy for the *Childline service* in the region;
- (iii) Facilitate the functioning of *Childline service* 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 *Childline service providers*;
- (vii) Networking and advocacy with the state administration;

- (viii) Representing *Childline service* in the regional networks and campaigns;
- (ix) Information support to “Mother NGO” 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 service* team to respond effectively to region specific issues;
- (xiv) Liaising with the local administration and allied systems in cities/districts to enhance visibility and recall for *Childline service*.

### **1.3 Role of Program 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) Liaisoning 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 Program 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 Program Coordinator;
- (xvi) Liaison with the local administration in cities, to enhance visibility and recall for *Childline service*, in all allied systems on an ongoing basis;
- (xvii) Facilitating one advocacy initiative to be undertaken by the cities in particular.

## 2. FINANCIAL SUPPORT PROVIDED TO REGIONAL CENTRES OF 'MOTHER NGO'

S. N.	COMPONENT	AMOUNT (IN Rs.)
<b>A. Non Recurring Expenditure</b>		
	Furniture, equipment, recruitment (once in five years)	4,00,000
<b>B. Recurring Expenditure</b>		
<b>1</b>	<b>Salary</b>	
	One Regional Head @ Rs.50,000 per month	6,00,000
	Three Senior Program Coordinators @ Rs.35,000 per month	12,60,000
	Nine Program Coordinators @ Rs.25,000 per month	27,00,000
	Three Program Assistants @ Rs.18,000 per month	6,48,000
	One Accounts Officer @ Rs.25,000 per month	3,00,000
	<b>Sub-Total</b>	<b>54,08,000</b>
<b>2</b>	<b>Administration</b>	
	Rent @ Rs.1,41,667 per month (subject to actuals)	17,00,000
	Field visits for preparation and monitoring	15,00,000
	Repairs & Maintenance	1,00,000
	Staff Development	87,500
	Contingencies (Telephone, electricity, postage, stationary, etc.)	2,00,000
	<b>Sub -Total</b>	<b>35,87,500</b>
	<b>Grand Total expenditure per region</b>	<b>94,95,500</b>
<b>Total cost of 4 regional centers (Rs.94,95,500 x 4)</b>		<b>3,79,82,000</b>

Note:

(i) Mother NGO' would be free to add additional expenditure on salary or any other component from their own resource;

(ii) Manpower of regional centers will increase in subsequent years based on expansion into new cities.

## ANNEXURE VII - NODAL, COLLABORATIVE, SUPPORT ORGANISATIONS AND DISTRICT SUB-CENTRES OF “MOTHER NGO”

### 1. NODAL ORGANISATION

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	One Computer with Web Cam and UPS (including cost of software license) and one printer cum scanner cum fax	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.17,500per month per city/district	2,10,000
4.	Administrative costs @ Rs.17,500 per month to include costs for computer maintenance, communication, telephone/mobile, travel, stationery, awareness material, internet connection, auditors fee, training and orientation	2,10,000
	<b>Total</b>	<b>4,20,000</b>
	<b>Total Expenditure (A+B)</b>	<b>4,80,000</b>

Note:

*The partner organisation would be free to add additional expenditure on salary or any other component from their own resources.*



## 2. COLLABORATIVE ORGANISATION

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	One Computer with Web Cam and UPS (including cost of software license) and one printer cum scanner cum fax	45,000
2.	Furniture & Equipments	25,000
	<b>Total</b>	<b>70,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	Staff Salary	
	One Coordinator @ Rs. 14,000 per month	1,68,000
	Seven Team Members @ Rs. 8,000 per month	6,72,000
	One Counselor Part-time @ Rs. 8,000 per month	96,000
	Three Volunteers @ Rs 6,000 per month	2,16,000
4.	Client Related Contingency Fund to include costs for medical, shelter, restoration, nutrition	2,00,000
5.	Administrative costs @ Rs. 15,000 per month to include costs for computer maintenance, communication, telephone/mobile, stationery, awareness material, internet connection, auditors fee, training and orientation	1,80,000
6.	Travel @ Rs. 12,000 per month	1,44,000
	<b>Total</b>	<b>16,76,000</b>
	<b>Total Expenditure (A+B)</b>	<b>17,46,000</b>

Note:

*The partner organisation would be free to add additional expenditure on salary or any other component from their own resources.*

### 3. SUPPORT ORGANISATION

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Equipments	7,500
	<b>Total</b>	<b>7,500</b>
<b>B. Recurring Expenditure</b>		
2.	Honorarium:	
	One Coordinator @ Rs. 7,000 per month	84,000
	Two Volunteers @ Rs. 6,000 per month	1,44,000
3.	Client Related Contingency Fund to include costs for medical, shelter, restoration, nutrition	75,000
4.	Administration costs @ Rs. 6,500 per month to include costs for travel, stationery, outreach programs, and communication	78,000
	<b>Total</b>	<b>3,81,000</b>
	<b>Total Expenditure (A+B)</b>	<b>3,88,500</b>

Note:

*The partner organisation would be free to add additional expenditure on salary or any other component from their own resources.*

#### 4. DISTRICT SUB-CENTRE

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five year)</b>		
1.	Equipments	10,000
	<b>Total</b>	<b>10,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
2.	Honorarium:	
	One Sub Centre Head @ Rs. 7,500 per month	90,000
	Four Sub Centre Team Members @ Rs 6,000 per month	2,88,000
3.	Administrative costs to include costs for travel, outreach programs, and communication	75,000
4.	Client/child related contingency fund including costs for medical, shelter, restoration, nutrition	75,000
5.	District level facilitation cost including needs assessment, coordination, meetings, travel etc.	75,000
	<b>Total</b>	<b>6,03,000</b>
	<b>Total Expenditure (A+B)</b>	<b>6,13,000</b>

Note:

*The partner organisation would be free to add additional expenditure on salary or any other component from their own resources.*

## ANNEXURE VIII - OPEN SHELTERS FOR CHILDREN IN NEED FOR URBAN & SEMI-URBAN AREAS

### 1. FINANCIAL SUPPORT FOR A UNIT OF 25 CHILDREN

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five year)</b>		
1.	Furniture including mattresses for children, 25 steel lockers, cupboards, tables and chairs etc.	1,50,000
2.	Two Computers with UPS (including cost of software license) and one printer cum scanner	90,000
3.	One Color Television	15,000
4.	Equipments for sports, entertainment, vocational training and kitchen along with utensils, gas stove, water filter, etc.	2,50,000
	<b>Total</b>	<b>5,05,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
5.	Maintenance @ Rs. 2000 per child per month (food, @ Rs. 1400 and Rs. 600 for clothing, medicine, soap, oil, etc.)- (Rs.2000 x 25 children x12 months)	6,00,000
6.	Rent for hired building or maintenance for self-owned building for:	
	(a) Open Shelters @ Rs. 17,500 per month (Subject to actuals) <sup>1</sup>	2,10,000
	(b) Three Contact Points @ Rs. 2,600 per month (Subject to actuals) <sup>2</sup>	93,600
7.	Water and electricity charges @ Rs. 2,600 per month (subject to actuals)	31,200
8.	Contingencies (postage, stationary, telephone, photocopy etc.) @ Rs. 2,600 per month	31,200
9.	Transportation charges @ Rs. 2,600 per month	31,200
10.	Miscellaneous for outings, books for library, play materials, educational/sports equipments, etc. @ Rs. 4,000 per month (subject to actuals)	48,000
11.	<b>Salary:</b>	
	One Project Coordinator cum Counsellor @ Rs. 17,500 per month	2,10,000
	One Social Worker @ Rs. 14,000	1,68,000
	Two Care Givers cum Bridge Course Educators @ Rs. 9,000 per month	2,16,000
	Three Outreach Workers <sup>3</sup> @ Rs. 8,000 per month	2,88,000

S.N.	ITEM	AMOUNT (IN Rs.)
	One Helpers for cleaning and cooking purposes @ Rs. 6,000 per month	72,000
	<b>Total</b>	<b>19,99,200</b>
	<b>Total (A+B)</b>	<b>25,04,200</b>

<sup>1</sup>In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs.35,000 per month.

<sup>2</sup>In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs.5,000 per month. With support of DCPU, 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.

<sup>3</sup>Number of Outreach Workers and Contact Points can be increased up to a maximum of five depending on the geographical area and number of children to be catered to by the program

Note:

a) The financial support is provided for 25 children utilizing the services at night as well. During the day there would more children utilizing the services of the Open Shelters for intermittent periods. For Children availing services only during the day, a maintenance amount of Rs 1000 per child per month will be provided. Apart from the above, NGOs are encouraged to enroll the support of volunteers and raise funds from other sources to run the Open Shelters.

b) Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

## ANNEXURE IX - FAMILY BASED NON-INSTITUTIONAL CARE THROUGH ADOPTION

### 1. SPECIALISED ADOPTION AGENCY (SAA)

#### 1.1 Staff Strength

S. N.	PARTICULAR OF STAFF	AMOUNT (IN Rs.)
1.	One Manager/Coordinator@Rs.17,500per month	2,10,000
2.	One Social Worker cum Early Childhood Educator @Rs.14,000per month	1,68,000
3.	One Nurse@Rs.9,000per month	1,08,000
4.	One Doctor (Part time) @Rs.7,500per month	90,000
5.	Six Ayahs@Rs.6,000per month	4,32,000
6.	One Chowkidar@Rs.6,000per month	72,000
	<b>Total</b>	<b>10,80,000</b>

#### 1.2 Estimated Cost for a single unit of 10 children:

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	One Computer with UPS and Web Cam (including cost of software license) and One printer cum scanner	45,000
2.	Furniture including 10 Cradles	1,50,000
3.	Equipments for kitchen (Gas stove with connection, utensils, water filter, etc.)	40,000
	<b>Total</b>	<b>2,35,000</b>
<b>B. Recurring Expenditure</b>		
4.	Staff Salary (as given in Table 1. above)	<b>10,80,000</b>
5.	Maintenance grant for ten (10) children @ Rs. 2000 per child per month to cover expenses on food, milk powder, feeding bottles, clothing, soap, oil, medicines, play materials, etc.	2,40,000
6.	Rent (up to Rs.12,000 p.m.) <sup>1</sup>	1,44,000
7.	Payment of legal expenses to the advocate engaged in adoption case @ Rs. 2,600 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.	26,000

S.N.	ITEM	AMOUNT (IN Rs.)
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, etc.) @ Rs. 5,000 per month	60,000
	<b>Total</b>	<b>15,50,000</b>
	<b>Total Expenditure (A+B)</b>	<b>17,85,000</b>

<sup>1</sup>Rent charges up to a maximum of Rs.42,500 per annum for a self owned building subject to production of receipts;

Note:

Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

## ANNEXURE X - INSTITUTIONAL CARE

### GUIDELINES

The support mentioned in this Annexure is for Children Homes, Shelter Homes, Observation Homes, Special Homes, Place of Safety and Homes/Units for Special Need Children. Flexibility is also provided to States/UTs for different models of institutional care. For example, many child care institutions in the States are functioning as clusters of various types of homes and some have also adopted a 'Group Home' concept, which is quite different from the existing fixed model. The Financial support for construction and maintenance of a new Home and an existing Home under the Juvenile Justice (Care and Protection of Children) Act 2000 are given below:

#### 1. STAFFING PATTERN FOR AN INSTITUTION WITH 50 CHILDREN

S.N.	PARTICULAR OF STAFF	AMOUNT (IN Rs.)
1.	One Officer-in-Charge (Superintendent) @Rs 25,000 per month	3,00,000
2.	One Counselor @Rs 17,500 per month	2,10,000
3.	One Probation Officer/Child Welfare Officer/ Case Worker @Rs 13,000 per month	2,10,000
4.	Two House Mother or House Father @ Rs 11,000 per month	2,64,000
5.	One Paramedical staff @ Rs 9,000 per month	1,08,000
6.	One Store-keeper cum Accountant @Rs 14,000 per month	1,68,000
7.	One Cook @Rs 7,500 per month	90,000
8.	One Helper @Rs 6,000 per month	72,000
9.	One Housekeeper @Rs 6,000 per month	72,000
10.	One Educator (Voluntary/Part time)	To be outsourced through convergence with schemes of other departments/ civil society or by outsourcing to organisations providing such services. If convergence is not possible, the untied funds/flexi fund provided under the scheme to the State/UT may be used
11.	One MBBS Doctor (Voluntary/Part time)	
12.	One Art & Craft cum Music Teacher (Voluntary/Part time)	
13.	One PT Instructor cum Yoga Trainer (Voluntary/Part time)	



S.N.	PARTICULAR OF STAFF	AMOUNT (IN Rs.)
		to cover such cost.
	<b>Total (14 Staff)</b>	<b>14,94,000</b>

Note:

- a) In the existing State /UT run institutions supported under the scheme, Government salary scale will apply;
- b) In the existing NGO run institutions supported under the scheme, the above salary norms will be applicable. The NGO may add additional salary from its own resources.
- c) For all the new Homes identified by the State/UT, run either by itself or by an NGO, the above salary norms will be applicable. The State/UT or the NGO may add additional salary from its own resources.
- d) Driver may be hired as per need from contingency funds.

## 2. FINANCIAL SUPPORT FOR CONSTRUCTION AND MAINTENANCE OF A NEW HOME

S. N.	ITEM	Amount (in Rs.)
<b>A. Non-recurring Expenditure (once in five years, except construction)</b>		
1.	Cost of construction - 8745 Sq. ft. @ Rs. 1000 per Sq. ft. <sup>1</sup>	87,45,000
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.	9,00,000
3.	For buying books/audio-visual aids for library	75,000
4.	Three Computers with UPS (including cost of software license) and one printer cum scanner cum fax	1,35,000
5.	Two Televisions (one for every 25 children)	30,000
6.	Equipments for kitchen and utensils including gas stove and gas connection, water filter, etc. <sup>3</sup>	50,000
	<b>Total</b>	<b>99,35,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
7.	Maintenance @ Rs. 2000 per child per month (food, @ Rs. 1400 and Rs. 600 for clothing, medicine, soap, oil, etc.)-	12,00,000
8.	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs. 800 per child / year	40,000

S. N.	ITEM	Amount (in Rs.)
9.	Water and electricity charges @ Rs. 10,000 per month (subject to actuals)	1,20,000
10.	Staff Salary (as given in Table 1.1 above)	<b>14,94,000</b>
11.	Transportation <sup>2</sup>	80,000
12.	Miscellaneous for outings, magazines/books for library, sports equipments, etc. @ Rs. 5,000 per month (subject to actuals)	60,000
13.	Contingencies (including internet connection, services of watchman and / or data entry operators)	2,00,000
	<b>Total</b>	<b>30,50,000</b>
	<b>Total Expenditure (A+B)</b>	<b>1,29,85,000</b>

<sup>1</sup> This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.

<sup>2</sup> 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:

Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

### **3. FINANCIAL SUPPORT FOR MAINTENANCE OF AN EXISTING HOME**

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actuals)	7,50,000
2.	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipments, etc.	11,90,000
	<b>Total</b>	<b>19,40,000</b>
<b>B. Recurring Expenditure (per annum)</b>		
3.	Maintenance @ Rs. 2000 per child per month (for food, @ Rs. 1400 and Rs. 600 for clothing, medicine, soap, oil, etc.)-	12,00,000
4.	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs. 800 per child / year	40,000
5.	Rent for hiring building for running Children's Home @ Rs. 35,000 per month (Subject to actuals) <sup>1</sup>	4,20,000

S. N.	ITEM	AMOUNT (IN Rs.)
6.	Water and electricity charges @ Rs. 10,000 per month (subject to actuals)	1,20,000
7.	Salary of Staff (as mentioned in Table 1.1 above)	<b>14,94,000</b>
8.	Transportation <sup>2</sup>	80,000
9.	Miscellaneous for outings, magazines/books for library, sports equipments, etc. @ Rs. 5000 per month (subject to actuals)	60,000
10.	Contingencies (including internet connection, services of watchman and / or data entry operators)	2,00,000
	<b>Total</b>	<b>36,14,000</b>
	<b>Total Expenditure (A+B)</b>	<b>55,54,000</b>

<sup>1</sup> In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 42,500 per month. Maintenance charges up to a maximum of Rs. 50,000 per annum for a self owned building (to NGOs) subject to production of receipts

<sup>2</sup> 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. Priority should given to the Special Need Children for meeting their transportation requirements.

Note:

a) Any request for maintenance of accommodation facilities or upgradation of non-recurring nature, in the interim period, shall also be provided if approved by the Project Approval Board (PAB).

b) The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house Mother would proportionally increase/decrease with the increase/ decrease in the capacity of the home.

c) 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.

#### 4. FINANCIAL SUPPORT FOR A SPECIAL UNIT FOR CHILDREN WITH SPECIAL NEEDS

S. N.	ITEM	AMOUNT (IN Rs.)
<b>Recurring Expenditure (per annum)</b>		
1.	Specialised equipments and materials like Psychological test materials, training materials for speech and language, teaching materials, wheel chairs, crèches, etc. @ Rs. 10,000 per child for 10 children	1,00,000
2.	Additional grant for Ten (10) children @ Rs. 400 per child per month to cover expenses on nutritious food	48,000
3.	Specialized medical assistance for 10 children for Antiretroviral Therapy (ART) <sup>1</sup> & other medical needs, detoxification and treatment <sup>2</sup> @ Rs. 4,000 per child per month (as per actuals) <sup>3</sup>	4,80,000
4.	Staff Salary	
	One Special Educator/Therapist @ Rs. 14,000 per month	2,10,000
	One Nurse (female) @ Rs. 10,000 per month	1,20,000
	One Care Take cum vocational instructor @ Rs. 7,500 per month	90,000
	<b>Total</b>	<b>10,48,000</b>

<sup>1</sup> First efforts shall be made to access Antiretroviral Therapy (ART) from the respective State AIDS Control Societies, in case the same is not available, funds under S.N. 3 may be used.

<sup>2</sup> First priority should be given to send children to State run detoxification and treatment centres for children in substance abuse, in case the same is not available, funds under S.N. 3 may be used.

<sup>3</sup> Flexibility is provided to the DCPO to utilize funds at S.N. 1 and 3, as per the needs of the Children with special needs in the Home.

## ANNEXURE XI - CHILD WELFARE COMMITTEES (CWC)

### GUIDELINES

The Scheme provides two types of grants for setting up of CWCs, i) Construction and Maintenance Grant and ii) Maintenance Grant. While under the Construction and Maintenance Grant, the scheme supports States/UTs for construction of a new accommodation; under the Maintenance Grant support is provided for day to day functioning of the CWCs only. Details of both kinds of grants are as given below:

#### 1. CONSTRUCTION AND MAINTENANCE GRANT

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years, expect construction)</b>		
1.	Construction of two rooms of 300 sq. feet each @ Rs. 1000 per sq feet, as and when required (Rs. 1000 x 600 sq. ft.) <sup>1</sup>	6,00,000
2.	Furniture and equipments	50,000
3.	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
4.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>7,02,500</b>
<b>B. Recurring Expenditure</b>		
5.	Traveling/meeting allowance or honorarium @ Rs. 1000 per meeting for Chairperson (Rs.1000 x 12 meetings per month x 12 months)	1,44,000
6.	Traveling/meeting allowance or honorarium @ Rs. 1000 per meeting per member for 4 members (Rs. 1000 x 12 meetings per month x 12 months x 4 members)	5,76,000
7.	Salary of One Assistant cum Data Entry Operator @ Rs. 9,000	1,08,000
8.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 6,000 per month (Subject to actuals)	72,000

S.N.	ITEM	AMOUNT (IN Rs.)
9.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 5,000 per month (Subject to actuals)	60,000
	<b>Total</b>	<b>9,60,000</b>
	<b>Total Expenditure (A+B)</b>	<b>16,62,500</b>

<sup>1</sup> This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.

Note:

Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

## 2. MAINTENANCE GRANT

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Furniture	50,000
2.	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>1,02,500</b>
<b>B. Recurring Expenditure</b>		
4.	Rent for hiring building for running Children's Home @ Rs. 10,000 per month (Subject to actuals) <sup>1</sup>	1,20,000
5.	Traveling/meeting allowance or honorarium @ Rs. 1000 per meeting for Chairperson (Rs.1000 x 12 meetings per month x 12 months) <sup>2</sup>	1,44,000
6.	Traveling/meeting allowance or honorarium @ Rs. 1000 per meeting per member for 4 members (Rs. 1000 x 12 meetings per month x 12 months x 4 members)	5,76,000
7.	Salary of One Assistant cum Data Entry Operator @ Rs. 9,000	1,08,000
8.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 6,000 per month (Subject to actuals)	72,000
9.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 5000 per month (Subject to actuals)	60,000

S.N.	ITEM	AMOUNT (IN Rs.)
	<b>Total</b>	<b>10,80,000</b>
	<b>Total Expenditure (A+B)</b>	<b>11,82,500</b>

<sup>1</sup>In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @Rs.20,000 per month.

<sup>2</sup>CWC shall meet at least thrice in a week and the minimum duration of a sitting should of four hours.

Note:

a) Any request for maintenance of accommodation facilities or up gradation of non-recurring nature, in the interim period, shall also be provided if approved by the Project Approval Board (PAB).

b) The Children's Home where the CWC is holding its proceedings shall provide support of counselor and peon to the CWC on those days when the sitting is taking place. DCPU will also provide legal and counseling support where necessary.

## ANNEXURE XII - JUVENILE JUSTICE BOARD (JJB)

### GUIDELINES

The Scheme provides 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 supports States/UTs in construction of a new accommodation for the JJBs; under the Maintenance Grant the support shall be provided for day to day functioning of the JJBs only, as given below:

### 1. CONSTRUCTION AND MAINTENANCE GRANT

S. N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years, except for construction)</b>		
1.	Construction of two rooms of 300 sq. feet each @ Rs. 1000 per sq feet, as and when required (Rs. 1000x600 sq. ft.) <sup>1</sup>	6,00,000
2.	Furniture and equipments	50,000
3.	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
4.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>7,02,500</b>
<b>B. Recurring Expenditure</b>		
5.	Traveling/meeting allowance or honorarium for 2 Social Workers @ Rs. 1000 per sitting (Rs. 1000 x 20 meetings per month x 12 months x 2 social worker)	4,80,000
6.	Salary of One Assistant cum Data Entry Operator @ Rs. 9,000	1,08,000
7.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the Board @ Rs. 6,000 per month (Subject to actuals)	72,000
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 5000 per month (Subject to actuals)	60,000
	<b>Total</b>	<b>7,20,000</b>
	<b>Total Expenditure (A+B)</b>	<b>14,22,500</b>

<sup>1</sup> This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.

Note:



Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

## 2. MAINTENANCE GRANT

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A. Non-recurring Expenditure (once in five years)</b>		
1.	Furniture	50,000
2.	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3.	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	<b>Total</b>	<b>1,02,500</b>
<b>B. Recurring Expenditure (per annum)</b>		
4.	Rent for hiring building for running Children's Home @ Rs. 10,000 per month (Subject to actuals) <sup>1</sup>	1,20,000
5.	Traveling/meeting allowance or honorarium for 2 Social Workers @ Rs. 1000 per sitting (Rs. 1000 x 20 meetings per month x 12 months x 2social workers) <sup>2</sup>	4,80,000
6.	Salary of One Assistant cum Data Entry Operator @ Rs. 9,000	1,08,000
7.	Child related expenses including medicine, transportation, food, etc. during the process of production of a child to the committee @ Rs. 6,000 per month (Subject to actuals)	72,000
8.	Contingency (water, electricity, telephone, stationary, photocopy, postage, local travel, etc.) @ Rs. 5000 per month (Subject to actuals)	60,000
	<b>Total</b>	<b>8,40,000</b>
	<b>Total Expenditure (A+B)</b>	<b>9,42,500</b>

<sup>1</sup> In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs. 20,000 per month.

<sup>2</sup> JJB shall meet on all working days of a week and the minimum duration of a sitting should of five hours.

Note:

a) Any request for maintenance of accommodation facilities or upgradation of non-recurring nature, in the interim period, shall also be provided if approved by the Project Approval Board (PAB).

b) The Observation Home where the JJB is holding its proceedings shall provide support of counselor and peon to the JJB on those days when they are sitting. DCPU shall also provide legal and counseling support where necessary.

# ANNEXURE XIII - THE CHILD PROTECTION DIVISION IN THE NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD) & REGIONAL CENTERS

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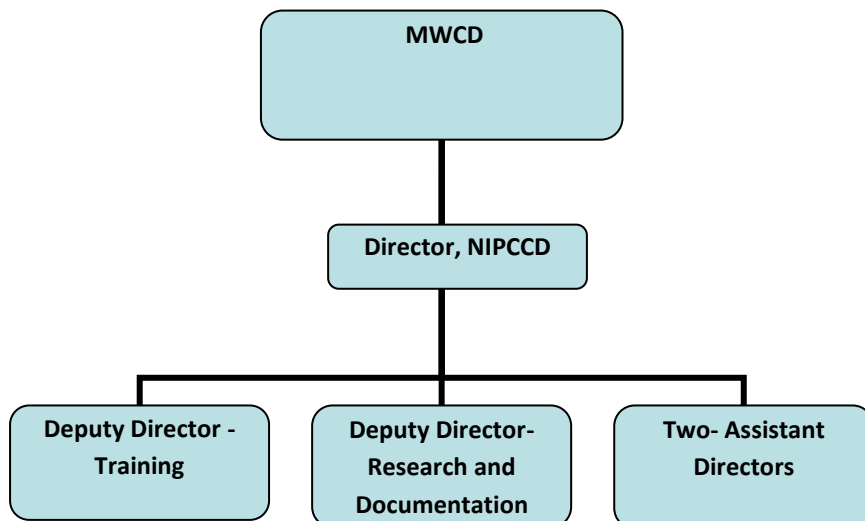
ICPS proposes to create a Child Protection Division within NIPCCD Headquarters and in each of its Regional Centres by appointing contractual staff

## **1. NIPCCD HEADQUARTERS**

NIPCCD shall function as the Nodal Organisation and the National Resource Centre on Child Protection issues. The institute will help implementation of ICPS by facilitating capacity building, research and documentation 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 MWCD 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) Programs for developing a pool of master trainers in the region on child protection issues;
  - b) Specialised National Consultations and training programs to facilitate sharing of best practices and exchange programs to facilitate sharing of ideas, etc.;
  - c) Specialised sensitization programs 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.

### **1.1 Structure of the Child Protection Division at Nipccd**



## 1.2 Financial Support for NIPCCD Head quarters

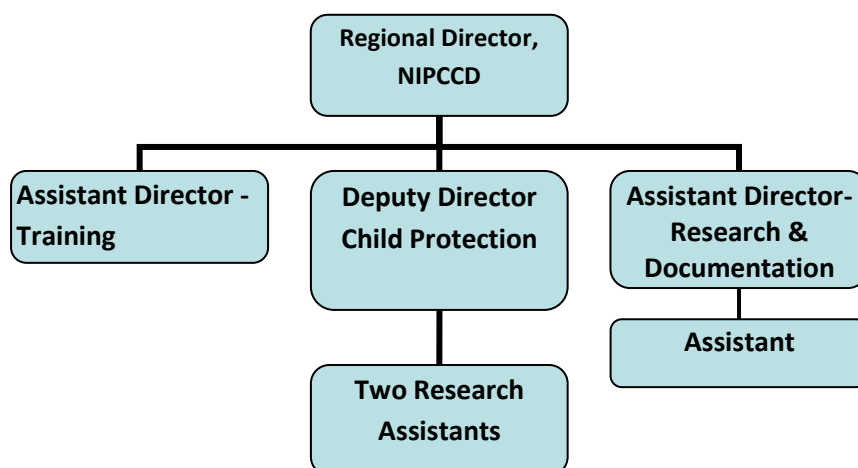
S.N.	ITEM	AMOUNT (IN Rs.)
<b>A.</b>	<b>Non recurring (once in five years)</b>	
<b>1.</b>	<b>Furniture and other equipments</b>	
	Table, Chairs, Cupboards, etc. for all Officers and other staff members	1,00,000
	Four Computers with UPS (including cost of software license) and Two Printers cum Scanners cum Fax	2,30,000
	One Photocopier	3,00,000
	<b>Total:</b>	<b>6,30,000</b>
<b>B.</b>	<b>Recurring cost</b>	
<b>2.</b>	<b>Salary:</b>	
	One Deputy Director (Training)@ Rs.55,000 per month	6,60,000
	One Deputy Director (Research & Documentation) )@ Rs.55,000 per month	6,60,000
	Two Research Assistants )@ Rs.35,000 per month	8,40,000
	<b>Total:</b>	<b>9,50,000</b>
<b>3.</b>	<b>Training and Capacity Building</b>	80,00,000
	<b>Research and Documentation</b>	40,00,000
	<b>Administrative Expenses</b>	4,00,000
	Contingency Fund including meetings, internet connections, hiring of peon etc	6,00,000
	<b>Total</b>	<b>1,51,60,000</b>
	<b>Grand Total</b>	<b>1,57,90,000</b>

## **2. REGIONAL CENTRES OF NIPCCD**

The 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 SPCSs 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) Programs for developing a pool of master trainers in the region on child protection issues;
- (iv) Carry out specialised regional consultations and training programs to facilitate sharing of best practices, sensitizing members of the allied systems, exchange programs to facilitate sharing of ideas, etc.;
- (v) Carry out specialised sensitization programs 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 SPCSs and SARAs in the region;
- (viii) Documenting best practices at regional level;
- (ix) Promoting research on child protection issues

## 2.1 Suggested organisational structure at Regional Centres of NIPCCD



## 2.2 Financial Support for (Regional Centres)

S.N.	ITEM	AMOUNT (IN Rs.)
<b>A.</b>	<b>Non recurring (once in five years)</b>	
<b>1.</b>	<b>Furniture and other equipments:</b>	
	Table, Chairs, Cupboards and other office furniture for all Officers and other staff members	1,00,000
	Five computer with UPS (including cost of software license) & 2 printer cum Scanner and 1 multifunction scanner	2,30,000
	One Photocopier	30,000
	One Fax Machine	30,000
	<b>Total</b>	<b>6,60,000</b>
	<b>Total Furniture and other equipments for 4 regional centers (Rs. 6,60,000 x 4)</b>	<b>26,40,000</b>
<b>B.</b>	<b>Recurring cost</b>	
<b>2.</b>	<b>Salary: Staff for four Regional Centres</b>	
	One Deputy Director (Child Protection) @ Rs.55,000 per month	6,60,000
	One Assistant Director (Training) @ Rs.55,000 per month	6,60,000
	One Assistant Director (Research & Documentation) @ Rs.55,000 per month	6,60,000
	Two Research Assistants @ Rs.35,000 per month	8,40,000
	One Assistant Accountant @ Rs.15,000 per month	1,80,000
	<b>Total</b>	<b>30,00,000</b>
	<b>Total Salary for Four Regional Centres (Rs.30,00,000 x 4)</b>	<b>1,20,00,000</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>S.N.</b>	<b>ITEM</b>	<b>AMOUNT (IN RS.)</b>
<b>4.</b>	<b>Research and documentation</b> (@ Rs. 10 lakhs per regional center x 4)	<b>40,00,000</b>
<b>5.</b>	<b>Administrative expenses</b> (@ Rs. 5.00 lakhs per regional center x 4 regional centers)	<b>20,00,000</b>
<b>6.</b>	Contingency fund for four regional centres including meetings, internet connections, hiring of peon etc.	<b>7,10,000</b>
	<b>Total</b>	<b>1,77,10,000</b>
	<b>Grand Total</b>	<b>1,83,70,000</b>

# ANNEXURE XIV - MINIMUM STANDARDS OF CARE FOR JUVENILES/CHILDREN LODGED IN INSTITUTIONS ESTABLISHED UNDER JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000, & UNDER ICPS

## 1. GUIDELINES

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. DETAILS OF BUILDING/ACCOMMODATION FOR AN INSTITUTION WITH 50 JUVENILES/CHILDREN

S.N.	DETAILS OF ROOM	AREA (IN SQ.FT)
(i)	2 Dormitories - each 1000 sq. ft. for 25 juveniles/children	2000
(ii)	2 Classrooms - 300 sq. ft. for 25 juveniles/children	600
(iii)	Sickroom/First aid room 75 sq. ft. per juvenile/children for 10	750
(iv)	Kitchen	250
(v)	Dining Hall	800
(vi)	Store	250
(vii)	Recreation room	300
(viii)	Library	500
(ix)	5 bathrooms - 25 sq. ft. each	125
(x)	8 toilets/latrines -25 sq. ft. each	200
(xi)	Office rooms -(a) 300 sq. ft. (b) Superintendent's room 200 sq. fit	500
(xii)	Counseling and guidance room - 120 sq. ft	120
(xiii)	Workshop - for 15 juvenile @75 sq. ft. per trainee	1125
(xiv)	Residence for Superintendent <sup>1</sup> (a) 2 rooms of 250 sq. ft. each (b) kitchen 75 sq. ft. (c) bathroom cum Toilet/latrine	625

S.N.	DETAILS OF ROOM	AREA (IN SQ.FT)
	50 sq. ft	
(xv)	2 Rooms for JJB/CWC <sup>2</sup> - 300 Sq. ft. each	600
<b>Total</b>		<b>8495</b>

<sup>1</sup> 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.

<sup>2</sup> This is to be provided in an Observation home and Children Home only.

### **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;  
  
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. 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 Rules framed thereunder as well as the Rules of the respective State Governments/Union Territories. The standards of services in an institution should include:



#### 4.1 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 in first aid treatment.

#### 4.2 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.

#### 4.3 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>
------------------------------	-----------------------------	---------------------------------

CLOTHING (EVERY YEAR)	BEDDING (EVERY YEAR)	OTHERS (AS PER THE NEED)
(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		

#### 4.4 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 programs for Sundays and holidays.

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

#### **4.5 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.

#### **4.6 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, market driven, 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
- (xix) Catering
- (xx) Fashion designing
- (xxi) Care giving
- (xxii) Nursing

## **5. 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.

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