Guidelines for providing services to children in need of Care and Protection through
Grant-in-aid under Integrated Child Protection Scheme, by the Women and Child
Development Department, Haryana to Voluntary Welfare Organizations/Non Government
Organization/Child Care Institutions of Haryana State

AIM- The aim of the scheme is to provide integrated community based institutional basic
services for the care, protection and development of orphan and destitute children. The scheme
focuses on improving the well being of the children as well as reduction of vulnerabilities to the
situations and actions that leads to neglect, abuse and exploitation, providing rehabilitation
through counseling & psychological support, skill development to mainstream the children in
society and other support services.

1. OBJECTIVES
   (i) To provide integrated community based institutional basic services for the care,
       protection and development of orphan / destitute children i.e. children in need of
       care and protection (hither to referred as the children) up to the age of 18 years
       who face, neglect, abuse and exploitation so that they can be rehabilitated as
       normal citizens in the community they belong to.
   (ii) To use the services of Non-Government Organizations by providing them financial
        assistance in the shape of grant-in-aid from the State Government.
   (iii) To provide 'The children' facilities of free boarding, lodging, clothing and medical
       and curative services' education, pre-vocational and vocational training, vocational
       guidance, recreation and cultural development in order to provide opportunity for
       holistic development and make them employment worthy so that they can become
       self reliant,
   (iv) Try to trace the families and reunite the children with parents and relatives if they
       are able to take care of the children. And this is not possible, then the children will
       be provided institutional services.

2. SERVICES
   (i) The programme of services that are proposed to be offered to the children at the
       existing institutions will be separate for boys and girls and would include physical
       and social care, school education and recreational activities and creating family
       atmosphere for children up to 18 years with the help of services of a housemother.
   (ii) The Children Home will be given grant only if there are at-least 25 children who
       belong to Haryana state only.
   (iii) For every unit of 25 children, the services of a housemother shall be provided
       essentially.
   (iv) NGO will provide proper facilities for proper physical development of children
       including sports and medical care. Recreational facilities will be provided and all
       efforts will be made by the NGO for bringing the children into the mainstream.
School education will be provided in the neighborhood school so that children would have the opportunity of mixing with the other children of the community as a part of their development.

Efforts will be made to ensure elementary education for all children and those who cannot qualify for high school education will be provided opportunity in vocational training. (Pre-vocational and vocational training will be provided free of cost by the institute to prepare them for employment).

Those who cannot qualify for vocational training and do not get opportunity of admission will be provided part time vocational classes in different occupations like Animation, Graphic designing, Fashion designing, Stenography Photography, Hotel management and catering, Chocolate making, Cooking & Baking courses Carpentry, computer repair, mobile repairing, plumber, choice based course or skill development entrepreneurship to induce self employment etc. The above areas are illustrative only and not exhaustive. Any vocational Course as identified from time to time may be taken up.

For those who reach 15 years of age, will be provided the apprenticeship training promoted by the Ministry of Labour or with the help of local industries. NGO will be responsible for rehabilitation of the children in the community.

NGO shall provide the services of training professional for counseling to meet the psychological needs of children.

Tour & field trips shall be arrange during their vacations for children.

3. GUIDELINES FOR THE GRANTEE ORGANISATIONS:

With regard to the children in institutions who have attained the age of 18 years but have not yet started earning a livelihood and have no place to go, the following should be adopted:

(i) As a general rule, efforts shall continue to be made to plan the education/career of the children in such a way that they become self reliant by the time they attain the age of 18 years.

(ii) If older children (above 18 years) have to be kept in children’s homes in the absence of other alternatives separate arrangements for them would be desirable instead of keeping them with younger children.

(iii) Special care and safety shall be provided for girls. Every effort should be made to get them married. They shall not be discharged from homes without making proper and suitable alternative arrangements.

(iv) Academically brilliant children, whether boys or girls, shall be given full opportunity to stay on in the homes, pursue higher studies and realize them full potential.

(v) Non-formal vocational training, especially through apprenticeship and expansion of vocational training facilities in the form of service and repair centers and Training-
cum-production centers, shall be the major plank for enabling such children to earn honorable living and ceasing their dependence on homes.

(vi) The grant-in-aid should continue to be given to the institutions for the children above 18 years of age in the above-mentioned cases, subject to the availability of funds.

(vii) No NGO/Trust/Society/Organization should be involved in any kind of dispute or involved in court case.

4. CRITERIA FOR ADMISSION OF CHILDREN INTO CHILDREN'S HOME:

Admission of children of Haryana State into Children's Homes shall be made according to the following criteria:

(i) Children who are orphans, abandoned, missing, runaway child, whose parents cannot be found after reasonable inquiry and do not have near relatives to look after them.

(ii) Children who are found without any shelter or settled place of abode or any other ostensible means of subsistence.

(iii) Children of single parent families deprived of adequate family-care due to death, desertion, prolonged illness, imprisonment of one of the parents.

5. ADMISSION OF CHILDREN

i. No child can be admitted or sent out of the CCI without the permission of Child Welfare Committee and Deputy Commissioner.

ii. The Child Welfare Committee will meet once in a quarter and after holding such an enquiry, the Committee will send its reports to headquarter by 10th of the succeeding month in which the meeting is held.

iii. The Committee should also take into account any new facts, which come to its notice at the time of review.

iv. It would be incumbent for the CCI to annex all the reports of the Committee with the Grant-in-aid proposals before sending it to the Headquarter.

v. The State can refer any children who need care and protection with the approval of CWC to the institution and it shall be binding upon the CCI to ensure the security of the child.
6. ELIGIBILITY FOR ASSISTANCE:

The following terms and conditions are mandatory for the NGOs to fulfill before applying or sanctioning/releasing the grant:

a. Should be Registered under the Society’s Registration Act, 1860 and Registered under JJ Act 2000 under section 34(3)

b. Should have proven capability of work in the area of Child Welfare for a period of three years.

c. Should have a capacity for reaching out to at least a unit 25 Children.

d. Should have building as per Integrated Child Protection Scheme norms under the Scheme. Norms for building/accommodation for an Institution with 50 children shall be as per detail at Annexure ‘A’.

e. Staffing pattern should as per the norms of ICPS. Detail is at annexure ‘B’.

f. It is mandatory for the NGOs/CCIs to installed Biometric machines for children as well as for the staff of the home so that fake attendance of the staff or children can be detected and entailed.

g. Should to update the data for missing Child track system on the website and attend the training on missing child tracking system.

h. All NGO CCI’s must open bank accounts for SCPS funds in nationalised bank.

i. Should have a landline telephone, Email address, complaint box, Phone No. of DC; SP painted on prominent walls of shelter Home, visitors Books.

j. Police verification of staff engaged by NGOs should be carried out, including for any new appointment in the future.

k. Police verification of the Child care institution/ home should be carried out by Police Department.

l. The Home for Girl Children should have only women staff working inside the Shelter Home.

m. Should have proper safety arrangement in the Institution.

n. Should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in its Memorandum of Association/ bye laws police verification.

o. It should not run with profit motive for any individual or a body of individuals.

p. Should implementation daily activity schedule for the children in the home.

q. Annual Audit should be done by a Chartered Accountant and Women and Child Development Department can also depute audit team/officers for annual audit of the CCI.
7. FUNDING PATTERN
Under the Scheme, Government will provide financial assistance to the CCIs/NGOs for meeting the recurring expenditure of the children i.e.

- Maintenance allowance (food, clothing, medicine, soap, oil etc) at the rate as decided by the Govt. of Haryana /Govt. of India from time to time.
- It is mandatory for the CCI to appoint Staff as per norms of Integrated Child Protection Scheme (ICPS) as annexed at B.

The NGOs will bear:
- 10% matching share of the grant.
- Cost towards education and vocational education of inmates.

8. APPLICATION AND SANCTION

Women & Child Development Department will invite applications from Institutions/CCIs for applying under this scheme through public notice. A non-government Organization/CCIs desirous of applying under this scheme should send its application in the prescribed proforma (Annexure C) to the concerned District Programme Officer/ District Child Protection officer (ICPS) who shall after verifying the provisions made in the Institution/ CCI, will forward the application to Director General, Women & Child Development Department of Haryana after due recommendation of concerned Deputy Commissioner. Further, State/ or District level Officers will inspect the CCIs/institute to check compliance of terms and conditions as laid in the scheme. On the recommendation of Deputy Commissioner and inspection report of officials, sanction will be granted.

In case the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant along with interest to the Government of Haryana. The organization shall maintain separate accounts no. of the grants received under this scheme. These accounts shall be got audited by a Chartered Accountant. They shall always be open to check or test check by an officer deputed by the Govt. of Haryana or Accountant General, Haryana or any person authorized by him.

The head of account to which the expenditure regarding sanction of grant –in-aid shall be debited, shall be decided by the Govt. from time to time.

9. INSPECTION/MONITORING
i. Team nominated by the Director General, Women & Child Development Department, Haryana will visit the institution at any time for surprise check to evaluate the implementation of the scheme by the organization.

ii. Time to time monitoring/Inspection of NGOs can be carried out by the District Administration and officers of the Department.

iii. A evaluation study will be conducted to know the impact of the Scheme after three years of the implementation of the scheme. Such evaluation will be carried out by outside Agency either through the University of State of any other expert agency as decided by Govt.

iv. For effective Monitoring & Follow up of Implementation of Terms & conditions, homes/CCI/NGOs to submit:-
• Quarterly reports which includes Quarterly fund utilization report in format prescribed by the Govt. from time to time will be submitted by the NGO.

• Submission of terms & conditions compliance reports

• Follow up assessment visits before release of next installment.

This issue with the concurrence of the Finance Department conveyed vides their U.O. No. 1/16/2009-3FG-II(558) dated 28/04/2009.

SHASHI GULATI,
Principal Secretary to Government Haryana,
Women & Child Development Department,
Haryana
ANNEXURE ‘A’

Norms for building or accommodation for an institution with 50 children.

<table>
<thead>
<tr>
<th>(i)</th>
<th>4 Dormitories</th>
<th>Each 500sq.ft for 50 children i.e. 2000sq. ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 Dormitories</td>
<td>Each 500sq.ft for 50 children i.e. 1000sq. ft.</td>
</tr>
<tr>
<td>(ii)</td>
<td>2 Classroom</td>
<td>300 sq. ft for 25 children i.e. 600 sq. ft.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Sickroom/First aid room</td>
<td>75 sq. ft. per child for 10 children i.e. 750 sq. ft.</td>
</tr>
<tr>
<td>(iv)</td>
<td>Kitchen</td>
<td>250 sq. ft.</td>
</tr>
<tr>
<td>(v)</td>
<td>Dinning Hall</td>
<td>800 sq. ft.</td>
</tr>
<tr>
<td>(vi)</td>
<td>Store</td>
<td>250 sq. ft.</td>
</tr>
<tr>
<td>(vii)</td>
<td>Recreation Room having T. V./ Sports equipments</td>
<td>300 sq. ft.</td>
</tr>
<tr>
<td>(viii)</td>
<td>Library cum Reading room</td>
<td>250 sq. ft.</td>
</tr>
<tr>
<td>(ix)</td>
<td>5 Bathrooms</td>
<td>25 sq. ft. each i.e. 200 sq. ft.</td>
</tr>
<tr>
<td>(x)</td>
<td>8 Toilets/Latrines</td>
<td>25 sq. ft. each i.e. 125 sq. ft.</td>
</tr>
<tr>
<td>(xi)</td>
<td>Office rooms</td>
<td>(a) Principal, Incharge room 300 sq. ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Superintendent room 200 sq. ft.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total 500 sq. ft.</td>
</tr>
<tr>
<td>(xii)</td>
<td>Counseling &amp; guidance room</td>
<td>120 sq. ft.</td>
</tr>
<tr>
<td>(xiii)</td>
<td>Workshop</td>
<td>1125 sq. ft for 15 Juvenile @ 75 sq. ft. per trainee</td>
</tr>
<tr>
<td>(xiv)</td>
<td>Playground</td>
<td>Sufficient playing area shall be provided in every institution according to the total number of children in Institution.</td>
</tr>
</tbody>
</table>

Note- Area indicated in Column no. ii to xiv will be proportionately reduced if number of inmates are 25.
ANNEXURE ‘B’

Staffing pattern of an institution with 50 children

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Personal Position</th>
<th>No. of Posts</th>
<th>Qualification</th>
<th>Remuneration per month (in Rs.)</th>
<th>Annual Expenditure Consolidated (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>One Office In-charge (Superintendent)</td>
<td>1</td>
<td>M.A. Social Work</td>
<td>25,000/-</td>
<td>3,00,000/-</td>
</tr>
<tr>
<td>2.</td>
<td>One Counselor</td>
<td>1</td>
<td>M.A. Psychology</td>
<td>17,500/-</td>
<td>2,10,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>One Probation Officer/Child Welfare officer/ Case worker</td>
<td>1</td>
<td>M.A. Social Work</td>
<td>17,500/-</td>
<td>2,10,000/-</td>
</tr>
<tr>
<td>4.</td>
<td>Two House Mother or House Father</td>
<td>2</td>
<td></td>
<td>11,000/-</td>
<td>2,64,000/-</td>
</tr>
<tr>
<td>5.</td>
<td>One Paramedical staff</td>
<td>1</td>
<td></td>
<td>9000/-</td>
<td>1,08,000/-</td>
</tr>
<tr>
<td>6.</td>
<td>One Store keeper cum Accountant</td>
<td>1</td>
<td></td>
<td>14,000/-</td>
<td>1,68,000/-</td>
</tr>
<tr>
<td>7.</td>
<td>One Cook</td>
<td>1</td>
<td></td>
<td>7,500/-</td>
<td>90,000/-</td>
</tr>
<tr>
<td>8.</td>
<td>One Helper</td>
<td>1</td>
<td></td>
<td>6000/-</td>
<td>72,000/-</td>
</tr>
<tr>
<td>9.</td>
<td>One Housekeeper</td>
<td>1</td>
<td></td>
<td>6000/-</td>
<td>72,000/-</td>
</tr>
<tr>
<td>10.</td>
<td>One Educator (Voluntary / Part time)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>One MBBS Doctor (Voluntary/Part time)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>One Art &amp; Craft cum Music Teacher (Voluntary/Part time)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>One PT Instructor cum Yoga Trainer (Voluntary/Part time)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
परिशिष्ट 1
महिला एवं बाल विकास किंग्स, नियोजनालय हरियाणा
राष्ट्रीय अनुदान के लिए प्राप्तगत पत्र
के– सामाय्क

1. संस्था का नाम और पूरा पता
2. संस्था को स्थापित होने की तिथि
3. यह संस्था रजिस्ट्रीकृत है यदि रजिस्ट्रीकृत है तो रजिस्ट्रीकृत वर्ष की तिथि
4. संस्था का प्रबंधन-क्या यह संस्था किसी व्यक्ति द्वारा चलाई जा रही है या पुरी हुई अबद्दल ने पुरी हुई प्रमुख निजीत हारा ? इसके गठन का ब्यौरा देते हुए इसके सदस्यों के नाम बताइएगा।
5. संस्था के स्थान तथा उद्देश्य और दिन प्रतिदिन कार्य कि किए गए निर्देश तथा प्रतिबंध
6. संस्था का नाम का ब्यौरा अपना म्यूज़ांन है या किसी का ?
7. संस्था में लगे स्टाफ का विवरण तथा वेतन

खः- चालू निम्न सभी समय वेब का ब्यौरा

1. आय व्याय धारा वेतन
2. पिछले दो वर्षों की आडिट स्टॅटेंट संख्या की प्रेम्य
3. निर्मलिखित सामग्री में प्रामाण्य वापिक आय/अनुदान यदि कोई हो, तो उसका ब्यौरा।

कः ' केन्द्रीय संस्था द्वारा बनाये हुए बोर्ड व संस्था।
खः ' केन्द्रीय संस्था।
गः ' राज्य संस्था द्वारा बनाये हुए बोर्ड व संस्था।
घः ' संस्था संस्था।
ङः मन्त्रियों की विश्वसनीय प्राप्त से।
ङः ' स्थानीय नियम।
छः दाम/प्रदे।
जः पदवी की विधि।
झः अग्नि जोड़।

1. आय का समाय सारण निर्देश पर संस्था अभिषित हो।
2. परिसंपत्ति और देवताओं यदि कोई हो।
3. व्यव की मंजूरी, बैंक लेखों के संयंगत, लेखों की और अनुसूचन के लिए अपनाए जाने वाले नियम/नियम की विधि।
ग— गई आयोजना का कार्यक्रम

1. योजना का संशिल्प व्यौरा

2. क. सहयोग अनुदान के रूप में कितनी राशि की जाना है और यह किस कार्यक्रम और आयोजना के लिए चाहिए?

ख. क्या संस्था की मैनेजिंग कंसील से अनुदान प्राप्त करने के लिए कोई प्रस्ताव पास किया है यदि किया है, तो प्रस्ताव की एक प्रमाणित प्रति साथ संलग्न कीजिए?

ग. क्या किसी और विभाग/कोर्ट/संस्था/सरकार/मंत्रियों की विषयसूचना ग्रांट से अनुदान मांगा है? यदि है, तो कितना तथा किस कार्य के लिए?

3. बजट प्रस्तावित कार्यक्रम के संचालन में समाधान आदेश और अनवस्थाओं का वर्णन व्यौरा दीजिए।

4. यह संस्था तत्समक किया-व्यवस्था को जारी रखने और उस पर होने वाले खर्च को पूरा करने के इलाज का अनुदान प्राप्त करने के लिए कितना अनुमानित धन सक्सोटा कर सकती है?

5. क्या यह संस्था अनुदान गंतव्य दोनों की स्थिति में उसका चाह, जिस वर्ष के अंदर उपयोग कर सकेगी?

6. कोई अन्य उपयोगी सुझाव?

हस्ताक्षर

संस्था का प्रमाण/उप-प्रमाण/मैनेजिंग डायरेक्टर

श्री/श्रीमती__________________________________________ प्रमाणित इस द्वारा संपादित से घोषणा करता/करती हूँ कि उपयोगिता प्रदान भर्ती पूर्ण होन तथा प्रविष्ट कर्मकार सामान्य है और कोई भी बात पुर्य नहीं रखी गई है।

मैक्सिस्ट्राट व अध्यक्ष कमिट्टे द्वारा साक्षात्कार

आदेश के हस्ताक्षर तथा पद भोगर

दिनांक ___________________________