

Government of Odisha

Department of Women & Child Development and Mission Shakti

RESOLUTION

No. 10102 -WCD-CW-MISC-0023-2020

DL-15-09-2020

The 15th September, 2020

SUBJECT- Guidelines for Grant-in-Aid to Registered Child Care Institutions and use thereof

The State Government after careful consideration is pleased to issue revised guidelines for sanctioning Grant-in-Aid to registered Child Care Institutions (CCIs) as prescribed under Section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015. This Resolution supersedes W. & C. D. Department **Resolution No. 4307—WCD-CW-MISC-0227/2014-WCD., dated the 4th**

March 2015.

CHAPTER I

Preliminary

1. Introduction:

1.1. Child Care Institutions:

Institutions where children in need of care and protection are housed need to be registered under the Juvenile Justice (Care and Protection of Children) Act, 2015. This is mandatory under the Act irrespective of whether the institutions are being funded by the State Government or not. The registration under the Juvenile Justice (Care and Protection of Children) Act, 2015 is provided to a physical unit i.e. the Child Care Institution (CCI). In case the same organization is running multiple number of CCIs in the same or different geographical locations, each CCI has to be registered under the Juvenile Justice (Care and Protection of Children) Act, 2015 independently irrespective of the fact that they are located in the same District/State.

In no case should the Child Care Institutions be promoted as hostels for children whose families are too poor to take care of them, as that is not the purpose of running these institutions. Institutionalization of children should be considered as the last resort as children need a family like environment for their growth and overall development. Attempts should be made to rehabilitate the child with his/her biological parent (s), extended family, foster/adoptive family first in the given order. In case none of the options are found viable; the child may be placed in the CCI for long-term rehabilitation.

Also the CCIs desirous of applying for GIA are required to maintain prescribed standards of care to enable better utilization of funds.

CHAPTER II

Eligibility and Application Process for Grant-in-Aid

2. Eligibility:

Grant-in-Aid is not a right but is an additional assistance provided by the Government to a limited number of institutions. Whereas it is mandatory for all institutions to be registered under the Juvenile Justice (Care and Protection of Children) Act, 2015, registration does not confer the right to Grant-in-Aid to these institutions.

Registered Institutions desirous of availing Grant-in-Aid have to fulfill the below mentioned eligibility criteria:—

- i. The registration status of the institution under Juvenile Justice (Care and Protection of Children) Act, 2015 should be valid. An institution whose registration has expired or is pending renewal (for any reason) can apply online prospectively only after the registration is renewed
- ii. The Non-Governmental Organisations running the Child Care Institutions should be registered under the Societies Registration Act, 1860, the Indian Trust Act, 1882 or Section 25 of the Companies Act, 1980 or under the Companies Act 2013 or any other Statute. The organization should fulfill all the statutory/ governance requirements as per the Societies/Trust/Companies Act.
- iii. The NGO should have been in operation for a minimum of 3 years (preceding the year in which application for GIA is being made) and should provide the following supporting documents for the last 3 years: Audited Balance Sheet, Annual Report, Income Tax Return (if applicable), FCRA Return, Statutory Information like Members of the Executive Body.
- iv. The institution should have scored at least 60% marks in the performance based CCI grading prepared by the Govt or any designated agency by the Govt. for the preceding 3 years.

- v. The Child Care Institutions should be maintaining the standards of care as per the operational guidelines for maintaining standards prescribed in the Odisha Juvenile Justice (Care & Protection of Children) Rules, 2018 and instructions of the govt. from time to time. In addition to this, the CCI should also follow the food safety guidelines and other instructions issued by this Department from time to time.
- vi. The Child Care Institution is able to produce the necessary documentation required for completing the application process for applying for Grant-in-Aid.
- vii. The organization running the Child Care Institution should not be in the list of blacklisted NGOs of any Government/ Govt. Agency/Department.

3. Application Process for Grant-in-Aid:

The Grant-in-Aid norms mandate a minimum matching contribution of 10% from the Child Care Institution. The amount of contribution may vary based on the nature of the grant or may be revised from time to time. The organization running the Child Care Institution should have the capacity to make this contribution and also run the institution from its own fund in case the Grant-in-Aid is discontinued.

The Grant-in-Aid is awarded for a period of one financial year only (April to March). Award of Grant-in-Aid for one year does not guarantee award of Grant for the subsequent years.

3.1. Application Time-frame:

All applications to be submitted through online portal prescribed by the Department of Women & Child Development and Mission Shakti which shall follow the following timeline for each financial year unless specifically revised by the Govt.:

Sl. No.	Particulars	Time-frame (of the preceding financial year)
1	Submission of application by the agency for the next financial year	By end of February of the preceding financial year
2	Review of documents and submission of wanting documents by DCPU	1 st to 7 th March
3	Inspection by District Inspection Committee	1 st to 15 th March
4	Meeting of the District level Appraisal Committee	15 th to 21 st March
5	Recommendation by Collector and Chairperson of District Child Protection Unit(DCPU) to the Odisha State Child Protection Society	By end of March

There shall be no additional notice or advertisement issued for inviting application from the agencies. It is the responsibility of the agency to apply online in time. New application will not be accepted if submitted beyond the timeline prescribed above.

3.2. Application Process for first time applicants:

For the first time applicants, the GIA application for sanction of Grant-in-Aid for a year shall submit online application in Form -I attached to these guideline vide Annexure-II provided that:—

- i. The institutions must have completed at least three years from the date of recognition/ registration under the Juvenile Justice (Care and Protection of Children) Act, 2015.

- ii. Submit an undertaking of non-receipt of any other Grant-in-Aid for the same CCI either from Government of Odisha/India. The institution should also submit details of support (funds or any other support) being received from any other source for running the Child Care Institution.
- iii. Shall produce an undertaking that it shall follow all the conditions prescribed in the Juvenile Justice (Care and Protection of Children) Act, 2015, Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018 and these guidelines. In the event of any discrepancy found in the compliance to the above, the institution(s) will refund the grants released to it if the Govt., if so decided.

The following documents are to be furnished along with the Grant-in-Aid application to the Collector-cum-District Magistrate of the district online in the designated website:—

- a) A brief note describing the objectives and activities of the organization.
- b) A copy of the registration certificates under Society/ Trust /Companies Act and the Juvenile Justice (Care and Protection of Children) Act, 2015.
- c) A copy of the management and organizational structure of the organization.
- d) Name and full particulars of the Board of Management/Governing Body etc. of the organization, the date of its constitution and the date of expiry of its tenure.
- e) List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- f) A detailed budget showing the estimated income and expenditure of the year to which the application pertains.
- g) Audited statement of the accounts (viz. the balance sheet showing income and expenditure statement and receipt of payment accounts) of the organization/institution for the previous three years certified by a Chartered Accountant or Government Auditor.
- h) A statement showing grants received, promised or requested from bodies like a Department of the Central or State Government, Local Bodies.
- i) Undertaking to follow the Juvenile Justice (Care and Protection of Children) Act, 2015, and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- j) Undertaking that the NGO has not been blacklisted by the Central Government, or any other State or UT Government or their agencies.

3.3. Application Process for CCIs already receiving Grant-in-Aid :

The CCIs who are already receiving GIA, should submit their application online in Form-II attached vide Annexure-III of this guidelines Further, the applications will be processed as per the procedure and timeline detailed at Sl 3.1.

CHAPTER III

Grant-in -Aid Norms

4. Components of Grant-in-Aid:

In order to streamline the expenditure to be met from the GIA released in favour of Child Care Institutions the break-up has been revised :—

- It is decided to segregate expenditure into fixed and recurring costs.
- Instead of per month per child sanction, a yearly expenditure is indicated for fixed costs for 50 children as one unit at Annexure-IV.

The Grant-in-Aid may be provided to a CCI for the following components, subject to the fund provided by GoI:

A. Non-Recurring expenditure subject to requirement as examined by DLPAC :—

- i. Structural changes, upgradation of accommodation facilities and maintenance.
- ii. Upgradation of facilities like purchase/maintenance of television, computers, books and furniture, kitchen equipment, etc.

B. Recurring expenditure for a unit of 25 or 50 children in need of care and protection:—

- i. Food @ Rs.1,512 per month per child as per the food menu at Annexure-V
- ii. Clothing, medicine, soap, oil etc. @Rs.648 per month per child
- iii. Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs.800 per child/year.
- iv. Rent for hiring building for running Child Care Institutions @ Rs.35,000 per month subject to actual.
- v. Water and electricity charges @ Rs.10,000 per month maximum.
- vi. Salary of staff.
- vii. Transportation.
- viii. Miscellaneous for outings, magazines/books for library, sports equipment, etc. @ Rs. 5,000 per month subject to actual.
- ix. Contingencies (including internet connection, services of watch and/or data entry operators) @ Rs. 2,00,000 per year.

The amount mentioned shall be revised from time to time as per the provisions made in the centrally sponsored scheme named: Child Protection Services or by the State Govt.

5. Norms for utilizing funds allotted under various GIA components :

All components of the Grant-in-Aid are meant to be utilized as per the norms prescribed in the Odisha Juvenile Justice (Care and Protection of Children) Rules, 2018 and for the children residing in the CCI for which the grant is sanctioned.

6. Engagement of Staff in Child Care Institutions

6.1. Existing Staff:

- i. The number of staff per institution will be as per the Child Protection Services guidelines.

- ii. In case the nature, qualification and number of staff present in the CCIs does not match the staffing structure prescribed in the CPS Scheme, the CCI will have to engage new staff following the steps outlined in the guidelines for engagement of staffs at CCIs.
- iii. The existing staff of the institution, who has the prescribed qualification and recruited as per the guidelines issued by the DWCD&MS, shall be paid remuneration from the GIA at the rates approved under the ICPS Scheme 2014.
- iv. Provided that the staff of the institutions shall be disengaged on attaining 60 years of age as children in need of care and protection require constant care and individual attention.

6.2. **New Staff:**

The CCIs may recruit new staff as per the posts prescribed in the CPS guidelines and as per protocol prescribed in Annexure-VII. All applications for recruitment and process for selection shall be made through online in the prescribed portal.

CHAPTER IV

Release of Grant-in-Aid

The Grant-in-Aid (GIA) payable to an institution towards maintenance of children in need of care and protection and remuneration of the staff of CCIs shall be determined by Government from time to time within the limits of economic capacity of the Govt.

Grant-in-Aid shall be released in favour of CCIs by the Director, OSCPS for a year subject to fulfillment of conditions outlined in these guidelines.

The funds shall be released on Quarterly basis. However, eligible agencies will be released grant in advance for the first quarter of the financial year. In other case, fund will be released on receipt of Utilization Certificate in OGFR Form No. 7A in respect of the total amount of Grant-In-Aid released during the year preceding the previous financial year.

7. Process to be followed for release of GIA in case of first time applicants :

7.1. The agency will apply online and upload the required documents online within the timeline prescribed in para 3.1. of this guidelines.

7.2. The District Inspection Committee shall ascertain the correctness of the facts stated in the application (based on the checklist for monitoring standards of care in CCIs attached vide Annexure-VI) after due field enquiry and submit the report to the District Level Project Appraisal Committee (DLPAC) for its consideration along with photographs of CCI premises and facilities being offered to children. The DIC shall enquire to ascertain the genuineness of the proposal submitted by the CCI including non-recurring cost. They will upload their inspection report in the online portal with photographs within 72 hours of inspection.

7.3. If DLPAC recommends for GIA, the Collector-cum-District Magistrate shall forward the application online through designated web site along with his/her recommendation in Part -II of Form-I to the Director, Odisha State Child Protection Society (OSCPs) along with other required documents within 15 days of receipt of proposal at DLPAC level.

7.4. The Director, OSCPS, within 15 days of the receipt of online recommendation from the district will send the application online to Govt. for consideration along with his/her opinion, subject to fulfillment of eligibility criteria mentioned in the para 2 of this guidelines.

7.5. The applications sent by Director, OSCPS for consideration of GIA shall be sent to the Department and if found eligible, the case will be recommended to Govt of India for consideration for sanction and release of fund. If Govt sanctions them GIA will be released in favour of new CCIs following due process and approval of Govt. subject to availability of funds.

7.6. The State Govt. reserves the right to approve full or in part thereof as percentage of expenditure as GIA taking into account of the fund position and budget provision.

8. Process to be followed for release of GIA in case of CCIs who are already in receipt of GIA for preceding years:-

8.1. The agency will apply online and upload required document(s) online as prescribed in para 3.2 of this guidelines.

8.2. The District Inspection Committee shall ascertain the correctness of the facts stated in the application after due field enquiry and upload the inspection report in the online portal with photographs showing evidence of their visit to the CCI within 72 hours of inspection.

8.3. Ongoing CCIs scoring above 90% in the latest annual rating of the CCIs conducted by OSCPS through online module will be considered for release of funds on advance for the first quarter without waiting for the applications. However, for claiming of funds for the rest of the year, agency have to apply with the documents as prescribed in para 3.2 above. The CCIs, who score below 80% in rating shall submit online application with all required documents for release of GIA.

8.4. After receipt of the complete application as per the time frame the OSCPS may release GIA to the CCI directly.

9. Prior conditions for CCIs who are in receipt of GIA/or are applying for GIA:

- i. CCIs in receipt of GIA shall be open to inspection by DIC/DLPAC/any Officer so designated by the W&CD Department / OSCPS or by any other competent authorities.
- ii. The accounts shall be maintained properly and separately and submitted as and when required. They shall be opened to an audit by the Controller and Auditor General of India.
- iii. The accounts of the CCI should be audited by a Chartered Accountant along with Utilization Certificate for GIA of the previous year should have been submitted.
- iv. The institution shall maintain a record of all movable and immovable assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed *pro forma*. Such assets shall not be disposed of or utilized for purpose other than those for which the grant is given.
- v. The Organization / Institution must exercise reasonable economy in the expenditure of GIA.
- vi. The Organization shall furnish to the Govt. / Director, OSCPS / Collector-cum-District Magistrate concerned or any other competent authority such information as they may require from time to time.

10. Mode of fund transfer :

- i. After receipt of the central share the State shall release the funds to OSCPS with matching share under CPS.
- ii. In case of non-receipt of in time grant OSCPS may with the approval of State Govt. release advance grants to eligible CCIs from the available funds once PAB is approved by Govt of India if any the same will be recouped after receipt of the fund for the purpose.

- iii. On receipt of funds from Govt., Director, OSCPS shall release the fund to the accounts of CCIs through online mode.
- iv. The Bank Account details of the CCI should be regularly updated with the DCPU and OSCPS.
- v. The CCIs shall make the payment of staff remuneration to the personal Bank Account of the staff through online mode.

11. Duties of Management :

The Management of the CCI receiving GIA shall—

- i. Have capacity to run the Institution out of its own funds as the Grant-in-Aid provided by the Government is only a supplement to the institutions;
- ii. Ensure that the Rights of the children in need of care and protection as enunciated in the Act are guaranteed at all times and their education and stay is based on those principles;
- iii. Ensure that the standards of care and other related guidelines issued by the Government from time to time for children are followed scrupulously;
- iv. Ensure that there is no physical or mental abuse of children at any time and they are treated with dignity;
- v. Make separate provisions for girl children and ensure their safety and dignity at all times;
- vi. Ensure meaningful education in regular schools so that all students pass the requisite examinations and are able to integrate into the society as capable and confident individuals;
- vii. Provide litigation free land and building with adequate space arrangement to run the institution;
- viii. Submit building safety and fire safety certificates from concerned authorities and ensure protection from flood, fire and natural calamity;
- ix. Cater to the special needs, if any of the children;
- x. Provide facilities for vocational training and recreation;
- xi. Maintain staff structure as per the yardstick fixed by the Government from time to time;
- xii. Ensure effective utilization of staff for proper rehabilitation of children;
- xiii. Maintain adequate sanitation, provision for safe drinking water, keep first aid and medical facilities available and take proper care of students in the event of sickness;

- xiv. Ensure proper utilization of funds at all times;
- xv. Ensure proper accounts, records pertaining to children prescribed under JJ Act as well as Identity Card, Bank Passbook and records prescribed for the institution and furnish reports and returns as and when required; and
- xvi. Strive for continuous de-institutionalization and reduction of its strength of the inmates.
- xvii. Ensure that all payments by the agency is done through PFMS and DBT mode.
- xviii. Ensure that all beneficiaries have Adhaar number properly verified and linked with their entitlements.

CHAPTER V

Withholding of Grant-in-Aid and Appeal

12. Suspension or Termination of Grant-in-Aid:

Director, OSCPS by specific order may suspend the GIA in respect of any CCI in the event of any of the following:—

- i. If an Institution is found short of the minimum effective strength
- ii. Misappropriation/ Misutilisation of any part of the assistance received from the Government or funds received from other sources.
- iii. Failure to comply with conditions as provided in Para. 2 and Para. 9 of this guideline
- iv. If the Institution is blacklisted by any Central/ State Government Department or UT Government.
- v. Any other serious violations, detrimental to the interest of the children as reported by the Collector-cum-District Magistrate.
- vi. In case of non-compliance to inspection reports of DIC and other authorities

After suspension of GIA, the Director, OSCPS shall serve a show cause notice to the Institution for reply within 30 days. After examining the show cause reply, if received, the Director will pass an appropriate order. Any subsequent order will be issued only after making necessary inquiry and/or on the recommendation and report of the Collector-cum-District Magistrate concerned.

In case the explanation received to the show cause notice is not satisfactory, the GIA will be terminated and the CCI will be barred from making a fresh application for GIA for next 5 years.

In case the explanation received is found satisfactory, the Director, OSCPS will pass an order for removal of suspension and release of subsequent GIA.

13. Recovery of Grant-in-Aid:

In case of audit it is found that the GIA has not been utilized for the purpose for which it was granted or it has been diverted for any other purpose or there has been any other violation of any of the terms and conditions of these guidelines, the CCI will be liable to refund the amount. Such amount will be recovered with an interest rate of 10% per annum.

14. Appeal:

An appeal against the order of the Director may be preferred in appeal memorandum addressed to the Chairperson, Odisha State Child Protection Society within one month from the date of receipt of the termination order of the Director, OSCPS :

Provided that all such memorandum must be filed with sufficient justification in support of such appeals with documentary evidence failing which the appeal memorandum shall be summarily rejected.

CHAPTER VI

Miscellaneous

15. Maintenance of Accounts:

All the N.G.O.s who are maintaining Child Care Institutions with the support of Grant-in Aid received from WCD&MS Department are required to maintain their Accounts as prescribed:

- All the monetary transactions with respect to Grant-in-Aid and other receipts should be operated through a Bank Account opened in the name of the Institutions only, and not in the name of the NGO promoting the CCI.
- The Bank Account should be maintained through a financial management software to be linked with State MIS portal.
- All procurement should be done in a transparent manner so as to benefit the Institution.
- The Superintendent and Secretary (joint signatories) of the Institution shall operate the Bank Account and withdraw the funds required for immediate disbursement.
- The Institution shall maintain a Cash Book which among other things would indicate the receipt of funds from all sources and payments made for each occasion with clear description of items of expenditure date wise. The closing balance of the Cash Book shall be analyzed to indicate the position of amount remained as cash in hand, cash at Bank and advances with individuals. Each entry of the Cash Book shall be attested by the Secretary in token of check.
- All the payments exceeding Rs. 1,000 shall be made by way of e-transfer to the Accounts of Payee by the CCI.
- All the Institutions shall maintain Miscellaneous Receipt Books in order to acknowledge receipt of funds from different sources. The Receipt Book shall be machine numbered with duplicate copies, so that one copy shall be issued to the donor and the other copy retained by the Institution. The Receipt Books shall be signed by the Secretary of the Institution and the amount received shall be taken to the Cash Book on the same date.
- In case of payments it shall be supported by a voucher containing the acknowledgement of the person receiving the payment and all the vouchers shall be kept in a folder with the requisite supporting documents.

16. Registers/ Records to be maintained by the CCIs (both online and off line) :

- i. Admission and Discharge register of the children with photos
- ii. Photo Identity Card of the students
- iii. Cash Book
- iv. General Ledger
- v. Loan Ledger
- vi. Advance Ledger

- vii. Stock and Store Register
- viii. Voucher Register
- ix. Service Records of the staff
- x. Attendance Register of staff & students
- xi. Visitor's Book
- xii. Remuneration payment/Acquaintance Register
- xiii. Meeting Resolutions Register
- xiv. Progress Card of students
- xv. Health Card of students
- xvi. All other records prescribed under JJ Act
- xvii. Bank Pass Book
- xviii. Donation Register
- xix. Voucher Guard File
- xx. Any other registers prescribed under the Operational Guidelines for maintain standards of care in CCLs like Individual Care Plan, Home Study Report etc.
- xxi. The Institution shall maintain a Stock Register which among things shall contain the stocks received and issued (date wise). All the stocks received when issued for use shall be acknowledged by a responsible employee of the Institution on the issue side of the Stock Register. In case of stocks meant to be consumed daily a separate Register is to be maintained which shall indicate the Daily Consumption of Stock received so that the stocks received out of the Stock Register can be well supported with this subsidiary consumable Stock Register.
- xxii. Other registers as required under CPS /JJ(CPC) Act.

17. Miscellaneous:

- i. The WCD&MS Department shall be the Administrative Department for the purpose and shall be competent to issue clarifications on the provisions of these guidelines and issue instructions on the Administration of the Institutions or on the Management of any Institution in the State in receipt of assistance under this guideline.

- ii. The Institutions in receipt of Grant-in-Aid prior to enforcement of these guidelines shall function under the purview of these guidelines.
- iii. Children should be involved in the running of the Institution in a meaningful way and the operational guidelines issued by the WCD&MS Department should be followed scrupulously.
- iv. Institutions should also try to source funds available under the schemes of the Government such as M.D.M., long lasting impregnated mosquito nets, school eye check-up and school health programme, etc. Any savings made in the Grant-in-Aid given by W & CD Department should then be clearly accounted for and used to supplement assets for the children, such as teaching materials like library books, computers, etc.
- v. This resolution will take effect from the date of issue.

Government reserves the right to make changes in these guidelines from time to time.

By order of the Governor



Principal Secretary to Govt.

Memo No. 10103 /WCD&MS., Date: 15-09-2020

Copy along with soft copy forwarded to the Secretariat Gazette Cell In-charge, Gazette Cell, Commerce and Transport Department, Bhubaneswar with a request to publish the Resolution in an Extraordinary Issue of the Odisha Gazette and send 100 (hundred) copies to this Department.



Joint Secretary to Govt.

Memo No. 10104 /WCD&MS., Date: 15-09-2020

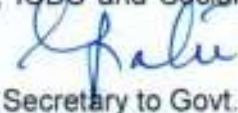
Copy forwarded to the Secretary, Juvenile Justice Committee, Hon'ble Orissa High Court, Cuttack for kind information.



Joint Secretary to Govt.

Memo No. 10105 /WCD&MS., Date: 15-09-2020

Copy forwarded to the P.S to the Hon'ble Minister/ P.S. to the Principal Secretary to Govt./ P.S. to the Director, ICDS and Social Welfare, Dept. of W&CD and Mission Shakti for kind information of the Hon'ble Minister / Principal Secretary to Govt./ Director, ICDS and Social Welfare.



Joint Secretary to Govt.

Memo No. 10106 /WCD&MS., Date: 15-09-2020

Copy forwarded to all Collectors / all DCPOs for information and necessary action.



Joint Secretary to Govt.

Memo No. 10107 /WCD&MS., Date: 15-09-2020

Copy forwarded to the Director, OSCPS, Mission Shakti Bhawan, Gandamunda, Bhubaneswar for information and necessary action.



Joint Secretary to Govt.

Memo No. 10108 /WCD&MS., Date: 15-09-2020

Copy forwarded to the Under Secretary to Govt., I.T. Section for information and necessary action. He is requested to web-host the Resolution in the website of this Department.



Joint Secretary to Govt.

RECOMMENDATION OF THE COLLECTOR

Certified that the institution applied for Grant-in-Aid for Child Care Institution for _____(category) at _____(location) has fulfilled the eligibility criteria as specified in the guideline and approved in the DLPAC meeting of the district held on dated _____.

I do recommend for Grant-in -Aid for the year _____ to the Child Care Institution.

Collector of the District

11. Average number of children present per month during the year :

12. Type of accommodation (Own / Rented) :

13. Nature of care, protection and rehabilitation services offered :

14. Expenditure made for maintenance of children in the last 3 years :

Year	Total Expenditure on maintenance of Children

15. Expenditure on salary of staff of CCI (last financial year):

16. GIA now sought for taking care of additional children:

a. Recurring assistance :

b. Non-recurring assistance :

17. Any other information :

Signature of the President/ Secretary of the CCI

Checklist of documents to be attached with Form I

- i. A brief note describing the objectives and activities of the Organization
- ii. A copy of the registration certificates under Society/ Trust /Companies Act and JJ Act
- iii. A copy of the Management and Organizational structure of the organization
- iv. Name and full particulars of the Board of Management/ Governing Body etc. of the Organization, the date of its constitution and the date of expiry of its tenure.
- v. List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- vi. Occupancy List with details of name, photograph, date of production before CWC, status of parent etc.
- vii. Audited statement of the accounts (*viz.* the balance sheet showing income and expenditure, statement and receipt of payment accounts) of the Organization/Institution for the previous three years certified by a Chartered Accountant or Government Auditor.
- viii. Undertaking to follow the JJ Act, and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- ix. Self-undertaking that the NGO has not been blacklisted by any of the Government Department.
- x. Status on AADHAAR linking of children and staffs.

11. Average number of children present per month during the last year :

12. Type of accommodation (Own / Rented) :

13. Nature of care, protection and rehabilitation services offered :

14. No. of children deinstitutionalised in the previous year :

15. No. of children deinstitutionalised in the previous year :

16. GIA sought for :

a. Number of children

b. Recurring/Non-Recurring

c. Amount as per ICPS guidelines

Signature of the President/Secretary of the CCI

Checklist of Documents to be attached with Form II

- i. Audited statement of accounts of the previous year
- ii. Utilization certificate for the grant already received
- iii. Budget estimate for the year, with justification for each item of expenditure
- iv. List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- v. List of children (with date of admission and passing out) with photographs and status of production before the CWC.
- vi. Track Child Updating Status
- vii. Details of pass outs, after care and number of children deinstitutionalized
- viii. Undertaking that the NGO has not been blacklisted by any of the Government Departments
- ix. Status on AADHAAR linkage of children and staffs.

**The Break up of Recurring and Non-Recurring Costs of Maintenance Grant for Child Care Institutions,
Grant-in-Aid to be provided by W&CD Department (for 50 children).**

Component Amount Remarks (in Rupees)

A. Non-recurring Expenditure		
1	Structural Changes, up-gradation of accommodation facilities and maintenance.	7,50,000 (subject to actuals)
2	Up-gradation of facilities like purchase/ Maintenance of Television, Computers, Books and furniture, Kitchen equipments etc.	11,90,000 (subject to actuals)
	Total :	19,40,000 (subject to actuals)
B. Recurring Expenditure		
3	a. Food @ Rs. 1,400 per month per child	8,40,000 (subject to actuals)
	b. clothing medicine, soap, oil etc. @ Rs. 600 per month per child.	3,60,000
4	Bedding including mattress, bedsheets, pillow, blanket, dari/mats, etc @ Rs. 800 per child/year.	40,000 (subject to actuals)
5	Rent for hiring building for running Child Care Institutions @ Rs. 35,000 per month.	4,20,000 (subject to actuals)
6	Water and electricity charges @ Rs. 10,000 per month.	1,20,000 (subject to actuals)
7	Salary of Staff	14,94,000 (subject to actuals)
8	Transportation	80,000 (subject to actuals)
9	Miscellaneous for outings, magazines/ books for library, sports equipments, etc. @ Rs. 5,000 per month.	60,000 (subject to actuals)
10	Contingencies (including internet connection, services of watch and/or data entry operators).	2,00,000 (subject to actuals)
	Total (B)	36,14,000
	Total Expenditure (A+B)	55,54,000

Weekly Menu for Children in Child Care Institutions up to Class VIII and beyond Class VIII

Nutrition and Diet Scale

- The Nutrition and Diet scale per head per day has been prescribed in the Odisha J.J. Rules, 2018 and must be followed.
- The chart below is an indicative weekly menu basing as far as possible on the norms. Some norms are deviated keeping cost of the commodity and practicability in view.
- For children beyond Class VIII the weekly menu provides for lunch.
- ON an average a child must get 2,000 Kilo calories and 50-55 grams of protein from the daily diet.
- The cost break up per item is not given in the weekly menu as it is expected that local purchases of locally grown fruits and vegetables will be down which has a price variation. However, the menu is based on current prices and works out to Rs. 1400 per head per month.
- An average of 3000 grams of rice per child per day has been worked out for 6 days in a week. As this is an average older children should be given a higher quantity as per their requirement and younger children may be given less, again based on how much they can consume. Children should not go hungry in any case.

- Varieties of dal, i.e. moong, dry peas, arhar, Bengal grams etc., may be used alternatively. Whole dals with skin have higher protein content and should be used more frequently. Same dal should not be used every day.
- Chicken has been prescribed once a week for non-veg. For vegetarian, paneer has been given in place of chicken. In place of chicken, eggs can also be given 3/4 times in a week.
- 'Everyday milk' and three eggs per week have been prescribed for children up to Class VIII. These are essential for calcium intake of growing children and should be ensured.
- Seasonal fruits (Mango, Banana, Papaya, Guava, Watermelon, Pineapple, etc.) have been prescribed to be given once or twice.
- Fruits trees should be grown in the backyard of the house in order to provide fruits to the children regularly. Similarly kitchen garden should be cultivated to have fresh vegetables.
- For sick children, special care should be give. They must be given a glass of milk thrice a day, bread and seasonal fruits to supplement the diet.
- Meals should be supplemented with sweets during festivals, children's birthdays and other important occasions as practicable.

		TOTAL	235	735.37	24.52	10.30		TOTAL	335	799.75	17.07	10.55		TOTAL	320	539	7.9	6.40		
FRIDAY	Sup Upama & Boiled Egg	Supji	100	348.00	10.40	3.00	Rice & Soya Chunk (Meal Maker) Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake) Banana and Jaggery	Chuda	100	345.00	6.60	2.60		
		Potato	50	48.50	0.80	1.00		Soya Chunk	25	84.00	13.55	1.50		**Banana	100	115.00	1.20	3.00		
		Oil	10	90		0.80		Potato	50	48.50	0.80	1.00		Jaggery	20	75.60	0.08	0.80		
		***Egg	40	69.20	5.32	5.00		Oil	10	90.00		0.80								
		*Condiments				0.25		*Condiments				0.25								
		Fuel				1.00		Fuel				1.00								
		TOTAL	200	555.70	16.52	11.05		TOTAL	235	740.00	24.55	8.30		TOTAL	220	539	7.9	6.40		
SATURDAY	Sup Halwa	Supji	100	348.00	10.40	3.00	Rice & Egg Potato Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake) Banana and Jaggery	Chuda	100	345.00	6.60	2.60		
		Sugar	20	90.00		0.80		Potato	100	97.00	1.60	2.00		**Banana	100	115.00	1.20	3.00		
		Oil	10	90.00		0.80		***Egg	40	69.20	5.32	5.00		Jaggery	20	75.60	0.08	0.80		
		*Condiments				0.25		Oil	10	90.00		0.80								
		Fuel				1.00		*Condiments				0.25								
									Fuel					1.00						
		TOTAL	100	518.00	10.40	5.85		TOTAL	300	773.70	17.12	12.90		TOTAL	220	536.60	7.88	6.40		
SUNDAY	Puri with Chhole & Aloo Curry	Wheat Flour	100	341.00	12.10	2.50	Rice & Chicken/ Fish/ Paneer Curry	Rice	150	517.50	10.20	3.75	Mudri & Ground Nuts & dry seasonal fruit like mango/ Guava/ Papaya	Mudri	50	325.00	7.50	2.50		
		Bengle Gram	25	90.00	4.27	1.50		Chicken	150	163.50	38.85	24.00		Ground Nuts	25	142.50	6.55	2.00		
		Potato	50	48.50	0.80	1.00		Potato	100	97.00	1.60	2.00		Mango	100	74.00	0.60	3.00		
		Oil	20	180.00		1.60		Oil	10	90.00		0.80								
		*Condiments				0.25		*Condiments				0.25								
		Fuel				1.00		Fuel				1.00								
		TOTAL	195	659.50	17.17	7.85		TOTAL	410	868.00	50.65	32.05		TOTAL	175	541.50	14.65	7.50		
	G. Total			4277.64	120.65	62.25				5474.90	168.13	95.35			3773.10	61.93	45.80			

							Green Leafy Vegetable (seasonal)	100	45.00	4.00	2.00			
							Tomato	50	10.00	0.45	1.00			
	TOTAL	235	255	8.3	7.40		TOTAL	235	572.00	13.42	9.80	2352.37	63.31	38.05
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Mixed Vegetable Curry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
							Fuel				1.00			
							Green Leafy Vegetable (Seasonal)	100	45.00	4.00	2.00			
					Tomato	50	10.00	0.45	1.00					
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2174.70	66.69	38.30
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Vegetable Fry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
							Fuel				1.00			
							Green Leafy Vegetable (Seasonal)	100	45.00	4.00	2.00			
					Tomato	50	10.00	0.45	1.00					
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2170.70	53.14	37.60
Milk	Milk	200	134.00	6.40	6.00	Rice & Dalma	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
							Potato							
							Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				1.00			
							Fuel				1.00			
					Green Leafy Vegetable (Seasonal)	100	45.00	4.00	2.00					
					Tomato	50	10.00	0.45	1.00					
	TOTAL	210	174.00	6.40	6.40		TOTAL	265	617	13.7	9.55	2318.75	87.69	55.85
			1705.50	55.20	59.80				4256	109.8	75.35	15714.29	454.17	283.75

FORMAT FOR PHYSICAL VERIFICATION DURING VISIT TO INSTITUTIONS

A. Institutional details/General Information :			
1.	Name and address of institution :		
2.	Type of Institution (Please tick one) (Whether for girls/boys)		Observation Home, Special Home, Children's Home, Shelter Home/After Care Home/SAA Any other (please specify) :
3.	Managed by (Please give name of Department/NGO)		
4.	Supported by (Please tick one)	State Government	
		Foreign Funding Agency	
		Any other(s)/source(s) (Please specify)	
5.	Number of Children	Boys	
		Girls	
6.	Are there Children lodged in home having families		Yes/No
7.	If there are facilities and support for special category of children staying in the home (please provide details)		
8.	Is the Institution is registered under Society Registration Act 1860 ?		
B. Infrastructure :			
1.	Sufficient accommodation facility availability (Please Tick) If additional facility required, please specify.		Dormitories/Classrooms/Kitchen/Dining Hall/ Recreation room/Library/Workshops/ Bathrooms (1:10 children)/Latrine(1:7 children)/Play Ground
2.	Do the dormitories, Classrooms and workshops have sufficient ventilation and light ?		Yes/No Comments :
C. Minimum Standard of Care:			
1.	Daily routine of the children is displayed and followed		Yes/No
2.	Whether a Food Menu is displayed as per the prescribed norms of the Government and children are getting as per the standard ?		Yes/No
3.	Children are provided special food on festivals ?		Yes/No
4.	Children are provided the following (please tick)		Clothes-Summer/Winter, Under Garments, Towel, Bed sheets, Durry, Blanket, Pillow, shoes/chappals, Tooth powder/paste, soap, oil Utensils (glass/plate) Please provide details of items not provided by the institution :
			REMARKS

[Type here]

D. Sanitation and Hygiene

Whether Sanitation and Hygiene is maintained in the home through following facilities ?		Remarks
a.	Sufficient treated and filtered drinking water.	Yes/No
b.	Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises.	Yes/No
c.	Proper drainage system	Yes/No
d.	Arrangements for disposal of garbage	Yes/No
e.	Protection from mosquitoes	Yes/No
f.	Sufficient number of latrines/toilets (at least one latrine for seven children).	Yes/No
g.	Sufficient number of batrooms (at least one bathroom for ten children)	Yes/No
h.	Sufficient space for washing	Yes/No
i.	Clean and fly-proof kitchen.	Yes/No

E. Education and Vocational training facility

1. Every child is sent to school for education		Status	Remarks
a.	Facilities available for children of 0-3 years	Yes/No	
b.	Facilities available for children of 3-5 years	Yes/No	
c.	Education facilities for 6-14 years	Yes/No	
d.	Education facilities for 14-18 years	Yes/No	
2.	Whether the children are taught at CCI and sent to regular school outside CCI ?	Yes/No	
3.	Does the home have vocational training facilities for children ?	Yes/No	
If yes, then provide the details of the vocational training offered to children			
If no, then please specify the reasons for not offering vocation training to children ?			
a.	Lack of space	Yes/No	
b.	Lack of equipment	Yes/No	
c.	Lack of manpower	Yes/No	
d.	Lack of funds	Yes/No	
e.	Any other, specify		

[Type here]

F. Recreation facility	
1. What are the recreation facilities available for children in the institution ?	
Activity	Yes/No
a. Sports	
b. Yoga	
c. Music	
d. Library	
e. Television	
f. Radio	
g. Any other	
h. Computer	

G. Management of Institution :—		
1. Please specify if there is any vacancy of staff		Details of vacancy
2. Registers maintained and updated by the institution	Please Tick ()	REMARKS
a. Admission register		
b. Daily attendance register (Children/staffs)		
c. Children Case file		
d. Individual Care Plan Register		
e. Stock and Issue of item register		
f. Movement register		
g. House Study Report Register		
h. Cash book and ledger		
i. Children committee-minutes register		
j. Management committee-minute register		
k. Visiting register		
l. Medical register		

H. Medical Services and facilities :—		
Does the home have a Medical Care Unit where the children are case of illness? Yes/No		
Quarterly medical check-up is done and records maintained by the institution	Yes	Remarks
	No	
Arrangements made for immunization of children	Yes	
	NO	

[Type here]

I. Miscellaneous Procedural

i) Whether the CCI has a Management Committee and a Children Committee? If so, to what extent they are involved in the Decision making affecting them?

(ii) How often they meet (please enclose a copy of the list of each such Committee and also a copy of the minutes of the meetings of such Committee held during last year).

(iii) Individual care plan is prepared and reviewed time to time Yes/No

(iv) Please verify whether any police case is there against any member of the Child Care Institution.

J. Overall Observation of the physical verification team on the home (Please use additional sheet, If required)

(Signature, Name, Designation and Seal of the Team)

[Type here]

PROTOCOL FOR ENGAGING NEW STAFF FOR CCIS

The CCIs may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed below. Since the staff engaged by the CCI are not Government staff, the management of the CCI will be responsible for them in case the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in CCIs.

- i. The staff strength of the institution will be maintained as per the CPS guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Child Protection Officer and will be filled-up from the panel recommended by the CCI level section committee following the procedure outlined below.
- ii. The Protection Officer (Institutional Care) shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the District Child Protection Officer.
- iii. The recruitment to new / vacant posts shall be conducted through a transparent and **online application** procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the CCI from its contingency budget. DCPU of the concerned District will facilitate the process. The applications should be received in the office of the CCI concerned through online.
- iv. The following documents have to be attached with the application forms:—
 - a. Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheet.
 - b. One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
 - c. Certificate of experience issued from previous employer.
 - d. Self declaration regarding non involvement in any criminal activities especially child related offences.
- v. The concerned CCI will make a list of the applicants received for different position separately and submit it to the CCI level section committee comprising the following member:

1. Retired Educationist/ Administrative Official from the locality (Retried not the bellow rank of Class- II)
 2. District Child Protection Officer
 3. Chairperson/Member, CWC
 4. Member, JJB
 5. Secretary of the CCI
- vi. The quorum of the committee shall be one third of the members including DCPO.
- vii. The recruitment shall be on the basis of career marking only as per weightage assigned below:

Sl. No.	Qualification	Weightage
1	Secondary	10
2	Higher Secondary	15
3	Graduation	25
4	Post - graduation	30
5	Any other professional course / Training related to child rights and its protection or MPhil, PhD etc	10
6	Work Experience	10
	Total	100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. In case more than one candidate has equal marks, the candidate with past experience of working in child rights will be given preference. The decision of the Home Management Committee in this regard shall be final.

- viii. The Selection Committee shall make and recommend the name of 5 candidates for each position in order of preference to the management of the institution for appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization.
- a. Any joining or exit of employees of or above the qualification of Post graduation position shall be done with the prior approval of the concerned District Magistrate and Collector.

- b. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.
- viii. The management of CCI will be the authority to issue the engagement order to the staff. The CCIs applying for this component of the GIA should also have a Human Resource Management Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. the CCI shall decide the continuance of service of its staff based on the annual performance appraisal.
- ix. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- x. The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the CCIs.

In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of CCI for taking action as deemed proper.

- xi. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age: 21 years and upper age: 45 years.

Required qualification for the various positions (Contractual) in Child Care Institutions (CCIs)

1. Children's Homes

Sl. No.	Position	Required Qualification
1	Superintendent	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers

2	Counselor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills
3	Probation Officer/Case worker/Child Welfare Officer	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related field of Humanities or MBA(HR) or any other Master's Degree and familiarity with computer
4	House Mother*/ House Father* (equal numbers)	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates.
5	Paramedical staff	Compounder/ Pharmacists having diploma in Ayurvedic/ Homeopathic/ Unani from institutions recognized by Govt. of India
6	Store Keeper-cum- Accountant	P.G. preferably in Commerce/ MBA(Finance)
7	Cook	Under Matric (8 th -10 th)
8	Helper	Under Matric (8 th -10 th)
9	House Keeper	Under Matric (8 th -10 th)

*In case of CCIs in rural areas the eligibility for the House Mother/ House Father position may be relaxed down to 10th class.

2. Observation/ Special Homes

Sl. No.	Position	Required Qualification
1	Superintendent	As per Home Department Cadre
2	Counsellor	Post Graduate in Psychology/Psychiatry Social Work Preference will be given to the candidate possessing special course in rehabilitation and vocational training
3	Probation Officer/Case Worker/Child welfare Officer	Master's Degree in Social Work /Sociology/Psychology
4	House mother/Father	Graduate in Psychology/Sociology/ Home Science
5	Paramedical Staff	Pharmacist having diploma degree from the institution recognised by Govt. of India.
6	Store Keeper-Cum-Accountant	P.G preferably in Commerce/M.B.A(Finance)

7	Cook	Under Matric (8 th -10 th)
8	Helper	Under Matric (8 th -10 th)
9	House Keeper	Under Matric (8 th -10 th)

3. Specialized Adoption Agencies

Sl. No.	Position	Required Qualification
1	Manager/ Coordinator	Masters in Sociology, Social Work and Psychology.
2	Social Worker cum Early Childhood Educator	Bachelors / Masters Sociology, Social Work and Psychology with background in early childhood education
3	Nurse	B. Sc (Nursing) with experience in paediatrics preferable. In case of no application from B. Sc. Nursing, then ANM candidate may be considered
4	Doctor (Part time)	Pediatrician with minimum 5 years experience
5	Ayahs (women)	Under Matric (8 th -10 th)
6	Chowkidar	Under Matric (8 th -10 th)

4. Open Shelter

Sl. No.	Position	Required Qualification
1	Project Co-ordinator-cum-counsellor	Preferable Master in Social Work/Sociology/Psychology/Human Resource Development/MBA(HR)/Anthropology or Master degree in any discipline and familiarity in computer application
2	Social Worker	Preferable Master in Social Work/Sociology/Psychology/Human Resource Development/MBA(HR)/Anthropology or Master degree in any discipline and familiarity in computer application
3	Care giver-cum-Bridge course educator	Graduate in any discipline with computer knowledge
4	Out Reach Worker	12 th standard Pass
5	Helper-cum-cook	Under Matric (8 th -10 th)
