


WOMEN AND CHILD DEVELOPMENT DEPARTMENT HARYANA

(Integrated Child Protection Scheme)

Applications are invited for the Grant in Aid for 2020-21 under Integrated Child Protection Scheme(ICPS) from Voluntary/Non Government Organizations running Child Care Institutions in Haryana

1. Voluntary Organization should be registered under Society's Registration Act, 1860/2012 or Juvenile Justice (Care & Protection of Children) Act, 2015 and working in the field of Child Welfare in Haryana State for at least 3 years.
2. Memorandum of Association of Voluntary Organization should specify that the Organization will work without any discrimination on the basis on caste, creed, color, Sex and religion.
3. It should be nonprofit organization.

Organizations willing to apply may visit www.wcdhry.gov.in for application form and detailed guidelines for Grant in aid willing NGOs will abide to utilize the Grant in aid as per the guidelines and to work as per the Juvenile Justice (Care & Protection of Children) Act, 2015 and Juvenile Justice (Care & Protection of Children) Model rules, 2016 made their under. The application forms are to be submitted in the office of concerned Deputy Commissioner/ District Programme Officer, Women and Child Development up to ~~10/2/20~~ till 5.00 P.M. No form will be entertained after due date/time.


Director- cum -Member Secretary,
(Haryana State Child Protection Society)
Women and child development department, Haryana.

WOMEN AND CHILD DEVELOPMENT DEPARTMENT HARYANA
Bays No 15-20, Sector -4, pocket- II, Sector-4, Panchkula
Phone No. 0172-2571141

हरियाणा राज्य में समेकित बाल संरक्षण स्कीम (आई0सी0पी0एस) के अन्तर्गत बाल देखरेख गृहों को संचालित कर रही स्वैच्छिक/गैर सरकारी संस्थाओं को वर्ष 2020-21 में अनुदान देने हेतु आवेदन आमन्त्रित किए जाते हैं।

1. स्वैच्छिक संस्था सोसायटी रजिस्ट्रेशन एक्ट, 1860/2012 तथा किशोर न्याय (बालकों की देखरेख एवं संरक्षण) अधिनियम, 2015 की धारा 41(1) के अंतर्गत पंजीकृत होनी चाहिए तथा हरियाणा राज्य में पिछले 3 वर्षों से बाल कल्याण के क्षेत्र में कार्य कर रही हो।
2. स्वैच्छिक संस्थाओं के ज्ञापन में स्पष्ट तौर पर विवरण होना चाहिए कि संस्था बिना किसी जाति, सिद्धांत, रंग, सैक्स एवं धर्म के भेदभाव के बिना कार्य करेगी।
3. संस्था बिना किसी लाभ के उद्देश्य से कार्यरत होनी चाहिए।

इच्छुक संस्थायें आवेदन पत्र तथा सहायक अनुदान प्राप्त करने हेतु विस्तृत दिशानिर्देश प्राप्त करने हेतु निर्धारित विभाग की वेबसाइट www.wcdhry.gov.in पर देख सकते हैं। इच्छुक आवेदकों को सहायक अनुदान की विस्तृत दिशानिर्देश स्वीकार करने होंगे तथा वह किशोर न्याय (बालकों की देखरेख एवं संरक्षण) अधिनियम, 2015 तथा किशोर न्याय (बालकों की देखरेख एवं संरक्षण) आदर्श नियम, 2016 के अंतर्गत कार्य करेंगे। अपने आवेदन सभी सम्बन्धित दस्तावेज सहित अपने जिले के जिला उपायुक्त/जिला कार्यक्रम अधिकारी, महिला एवं बाल विकास के कार्यालय में दिनांक 10/2/20 सांय 5.00 तक जमा करवायें। अंतिम तिथि के पश्चात् किसी भी आवेदनों पर कोई विचार नहीं किया जायेगा।

निदेशक - कम - सदस्य सचिव
(हरियाणा राज्य बाल संरक्षण समिति)
महिला एवं बाल विकास विभाग, हरियाणा,

महिला एवं बाल विकास विभाग, हरियाणा,
बेज न. 15-20, सैक्टर-4, पाकेट-II, पंचकूला
दूरभाष न0 0172- 2571141

Application form for CCIs/NGO Seeking Grant In Aid

A. INSTITUTIONAL DETAILS/GENERAL INFORMATION

1. Name of the Institution:

2. Name of the Society

3. Details of CCI :

- Name and Designation of CCI In- Charge

- Complete Address _____
- Mobile/ landline No _____
- Email _____
- PAN No _____
- Bank Account No _____
- Name and Branch of the Bank _____
- IFSC Code _____

4. Registration Details (Attached Registration Certificate (If any)

- Whether registered under Societies Act 1860/2012 Yes /No
- Whether registered under JJ ACT 2015/2000 Yes /No

Registration No ----- Dated -----

5. Total Number of children present (Attached detail of each children as per format at (Annexure A)

- Male
- Female
- Age breakup of children

Sr No	Age	Number of Children		Total
		Girls	Boys	
1.	0-6 years			
2.	7-14 years			
3.	15-18 years			
	Total			
4.	18-21 years			

B. Status of Children:**Segregation of children**

Sr . No	Age group	Yes/ No	Remarks
1	Children of both sexes below 10 years to be kept in same home,		
2	Separate bathing & sleeping facilities for boys & girls in age group of 5-10 yrs		
3	Separate children home for boys & girls in the age group of 7-11 and 12-18 yrs.		
4	Separate facilities for children in the age group of 0-5 yrs with appropriate facilities for infants		
5.	Are there children above 18 years staying there, Give number		

- (i) Sanction capacity of the Home.....
- (ii) No. of new admissions in the current month.....
- (iii) No. of children who have moved out/released.....
- (iv) No. of children referred by CWC/JJB during the month.....
- (v) No. of children produced before CWC/JJB during the month.....
- (vi) No. of children as on last day of the previous month
- (vii). No. of children with special needs, if yes, give details.....
- (viii) Interventions made for their rehabilitation:

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- (iX) Are the Individual care plans prepared for every child? Yes ☐ No ☐

C. Infrastructure:

1.	Building detail	Rented/Owned
2.	Are CCTV cameras installed at the entrance	Yes/No
3.	Security Adequate Inadequate	
4.	Sufficient space to accommodate the children:	Yes/No

Space available:

No. of rooms / dormitories	Details	
Provision of sick room / medical unit		
Counseling room		
Recreational / activity room for Children <ul style="list-style-type: none"> Is there a TV set available with Cable network How often are children allowed to view TV Are children playing games indoors What games are available to them Are children playing games outdoors Do they have equipments/ accessories to play Do children go for picnics/excursions Do they have interactions with eminent personalities Is there a recreation room available to children 	Yes In the evening or any time Yes Age appropriate games or not Yes Yes Yes Yes Yes Yes	No No No No No No No
Kitchen / Dining Room <ul style="list-style-type: none"> Is the cooking area and pantry separate Do children get individual thalis, mugs glasses Are cooking utensils adequate and clean Is there a fridge available for children Is there a Oven available for children Is there a Gas stove available in kitchen Is there a chimney available What is the arrangement to keep the gas cylinders Adequate water supply for washing, cooking Adequate drinking water available (RO) 	Yes Yes Yes Yes Yes Yes Yes safe / away from children or not Yes Yes	No No No No No No No No No

<ul style="list-style-type: none"> Is cooking done my machines or by cook 																																							
Number of toilets & bathrooms for Children <ul style="list-style-type: none"> Flush is working Taps in the wash basin are functioning Is the floor slippery Drains clean Drains are clogged Fittings for hanging clothes/ towels in place Cob webs are removed Door has a latch Door has peep holes Frequency of bath a child is allowed Water is adequately available Adequate numbers of buckets and mugs Personal toiletries are provided Is washing powder or soap given Do children wash their own clothes Is there a washer man available Is the washing machine functional 	<table> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Once or more in a day</td><td></td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> <tr><td>Yes</td><td>No</td></tr> </table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Once or more in a day		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
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Yes	No																																						
Yes	No																																						
Open space for outdoor activities																																							
Class rooms																																							
Space for vocational training																																							

Premises

- | | | |
|-----------------------------------------------------------------------------------------------|-------|----------|
| • Does the home have a child friendly indoors? | Yes | No |
| • How often is the sweeping, swabbing done ?
more | Twice | a day or |
| • Are the children involved in cleaning exercise during class hours? | Yes | No |
| • Are the facilities of coolers/ heaters available for children? | Yes | No |
| • Are the doors and windows maintained properly? | Yes | No |
| • Are the rooms and dormitories well ventilated? | Yes | No |
| • Is there an alternate provision for lights and fans when there is no electricity available? | Yes | No |
| • Are the outdoors clean, pleasant and child friendly? | Yes | No |

Clothing/ Bedding/ Lockers/Toiletries provided to the children:

- | | | |
|------------------------------------------------------------------------------|--------------------|----|
| • Are the clothes provided as per size and season | Yes | No |
| • Frequency of changing undergarments | Yes | No |
| • New clothes are stitched or bought | stitched or | |
| • Are the mattresses given individually | Yes | No |
| • Are pillows given individually | Yes | No |
| • Are the mattress and pillows clean | Yes | No |
| • Do children have separate cupboards | Yes | No |
| • Are bed sheets and Khes available | Yes | No |
| • Are blankets available in winters | Yes | No |
| • Number of sets provided on arrival | one/two/three/four | |
| • Frequency of providing new clothes quarterly | Monthly/ | |
| • Are these sets of same color or different colors? | Same/different | |
| • Are children provided with individual lockers to keep their personal items | Yes /No | |

Other articles provided to the children:

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D. Services provided to the children:

- Medical facilities/ Maintenance of Health Cards:

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- Nutrition / Special Diet:

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- Provision of safe drinking water:
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- Daily Routine of Children:

Time	Activities / Schedule
Morning	
Day Time	
Afternoon	
Evening	
Late evening/ Night	

- Education (Formal Education / NFE & Life Skill Training Programme) :
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.....
- Computer/ Internet/ Phone
 - Is the facility of Computer with internet available? Yes No
 - Is the facility functional? Yes No
 - Are the children allowed to use the facility? Yes No
 - Is the telephone for official purposes only Yes No
 - Are the children allowed to use telephone fixed timing/as and when required
 - Is the number of Childline (1098) displayed near the phone Yes No
 - Counseling/ Guidance services/special educator/physiotherapist, etc. provided :
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 - Vocational training:

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- Recreational facilities

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- Linkages developed with other agencies/ departments:

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- Implementation of track the missing child programme:

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- Entries of children in track the missing child website:

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- User Id and password provided:

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- Other programmes and activities initiated:

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E. Staff Details:

S.N.	Name	Designation	Date of joining	Attendance at the time of visit	Remarks
1					
2					
3					
4					
5					
6					
7					

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Staffing pattern of an Institute with 50 children

Sr. No	Staff	Sanctioned strength as per ICPS norms	Salary as per ICPS norms per month	Actual strength	Educational qualification	Drawing Salary	On regular /contract or outsourcing
1	One Office In-charge (Superintendent)	1	25,000/-				
2	One Counsellor	1	17,500/-				
3	One Probation Officer/Child Welfare officer/ Case worker	1	17,500/-				
4	Two House Mother or House Father	2	11,000/-				
5	One Paramedical staff	1	9000/-				
6	One Store – keeper cum Accountant	1	14,000/-				
7	One Cook	1	7500/-				
8	One Helper	1	6000/-				
9	One Housekeeper	1	6000/-				
10	One Educator(Voluntary / Part time)	1					
11	One MBBS	1					

	Doctor(Voluntary/Part time)						
12	One Art & Craft cum Music Teacher (Voluntary/Part time)	1					
13	One PT Instructor cum Yoga Trainer (Voluntary/Part time)	1					

F. Children's Committee/ Management Committee

- Formation of Children's Committee:

YES

NO

- Age wise formation of Children's Committee :

- Frequency of Children's Committee Meeting:

.....

.....

YES

NO

- Formation of Management Committee:

- Date of constitution of Management Committee and frequency of meetings held :

.....

.....

G. Record Maintenance:

Staff attendance register	
Children attendance register	
Central admission register	
Individual case file with individual care plan	
Communication with CWC/JJB	
Children's suggestion book Children's suggestion box	
Medical file / medical cards	
Personal belongings register	
Management Committee – minutes register	
Children's Committee - minutes register	

Nutrition / Diet File	
Any other record maintained	

DETAILS OF CHILDREN RESIDING IN CCIS

NAME OF INSTITUTION/CCI-----

Sr No	Name of the child	Age (D.O.B)	Sex	Educational status	Orphan Single Parent MR Physically Challenged HIV	Haryana	Other State
1	2	3	4	5	6	7	8
1						--	

- TOTAL NO. OF CHILDREN:
- TOTAL MALE
- TOTAL FEMALE
-

:

INSTRUCTIONS FOR TABLE II

1. List of children to be prepared starting from children in the age group 0-6, 7-10, 11-14, 15-18 and above i8 Years'.
2. Age is to be calculated from age calculator (available on internet)'Also mention date of birth in the age column'
3. In column no.5,mention the class in which the child is studying .If the child is not going to school and availing vocational training then it should be mentioned.
4. In column no. 6 if a child is for example orphan as well as MR' Physically challenged or HIV, mention both the categories as represented.
5. In Column no. 8, mention the name of other State as represented.
6. Both the table lists should be signed in the following hierarchy: office in charge of institution) Protection officer (Institutional care), If Specialized Adoption Agency (SAA) then Protection Officer (Non Institutional Care),)Verified by DCPO/WCDPO cum DCPO. Both the table lists should have forwarding with signatures of District Programme Officer of the concerned district.
7. Separate data is to be prepared for each CCI.
8. All pages of the application form are to be signed by the In charge of the CCI

Signature _____
Stamp

Name (Capital letter) _____
 Personal Aadhar No _____
 Personal PAN no _____
 Residential Address _____

Undertaking

1. It is certified that the information given in this form is true /correct.
2. The CCI and the In charge /Executive member are free from any criminal record and proceedings.
3. I will abide by all the conditions of the Govt of Haryana issued from time to time.

Signature _____
Name

Stamp

Date

**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 (hitherto 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's 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 if 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.
- (v) 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.
- (vi) 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).
- (vii) 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.

- (viii) 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.
- (ix) NGO shall provide the services of training professional for counseling to meet the psychological needs of children.
- (x) Tour & fields 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 2015 under section 41(1)
- 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

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

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

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

Annexure-A

Staffing pattern of an institution with 50 children

Sr. No.	Personal	No. of Posts	Qualification	Remuneration per month (in Rs.)	Annual Expenditure Consolidated (in Rs.)
1.	One Office In-charge (Superintendent)	1	<ul style="list-style-type: none">• Must have passed Master's degree in Social Work/Child Welfare/Psychology from any recognized University with minimum First Division.• Candidates with specialization in Child Welfare/Psychology will be preferred.• Hindi and Sanskrit upto Matric.• Minimum eight years experience of managing Social Welfare Institution preferably for the destitute/orphaned children. Age 30-42 years.	25,000/-	3,00,000/-
2.	One Counsellor	1	<ul style="list-style-type: none">• Master in Psychology/Social Work/Child Development from any recognized university.• Minimum 55% marks and having consistent academic record.• Hindi and Sanskrit upto matric.• Working knowledge of computer.• Preference will be given to experience in counseling. Age 25-45 years.	17,500/-	2,10,000/-
3.	One Probation Officer/Child Welfare officer/Case Worker	1	<ul style="list-style-type: none">• Must have passed Master's degree in Social Work/Child Development/Human Development/Psychology from any recognized university with minimum 60% marks.• Knowledge of Hindi upto Matriculation.• Minimum 3 years experience of in the field of Child Welfare/Social Welfare/Child Protection issues e.g. Child Rights in Govt./Semi Govt. organization or in govt. registered CCI.• Hindi and Sanskrit upto Matric. Age: 30 to 42 years	17,500/-	2,10,000/-
4.	Two House Mother or House Father	2	<ul style="list-style-type: none">• Graduate.• Knowledge of Hindi upto Matriculation.• Minimum 3 years experience of in the field of Child Welfare/Social Welfare/Education.• Hindi and Sanskrit upto Matric. Age: 30 to 42 years.	11,000/-	2,64,000/-
5.	One Paramedical staff	1	<ul style="list-style-type: none">• 10+2 with Science (Physics & Chemistry).• Pharmacist Course Diploma from the Medical College, Rohtak or any other recognized institute	9,000/-	1,08,000/-

			<p>recognized by Haryana Govt. with training in injections, dressing and ward work in a recognized Hospital.</p> <ul style="list-style-type: none"> Registered as Pharmacist with Haryana Pharmacy Council Under Section 31 (a) or 31 (c) or 32 (a) of Pharmacy Act, 1948 as applicable in Haryana state. Hindi and Sanskrit upto Matric. <p>Age: 21-42 years.</p>		
6.	One Store –keeper cum Accountant	1	<ul style="list-style-type: none"> Bachelors in Commerce (B.Com) from any recognized university with 55% marks and having consistent good academic record. Ability to work on MS Office (Word, Excel, Power Point and Internet) with ease. Hindi and Sanskrit upto Matric. Preference will be given to experience in maintenance of Accounts related book keeping, acquainted with Tally. <p>Age: 21-42 years.</p>	14,000/-	1,68,000/-
7.	One Cook	1	<ul style="list-style-type: none"> Matric. Hindi and Sanskrit upto Matric. 1 years Cooking experience. <p>Age: 21-42 years</p>	7,500/-	90,000/-
8.	One Helper	1	<ul style="list-style-type: none"> Matric. Hindi and Sanskrit upto Matric. <p>Age: 21-42 years</p>	6,000/-	72,000/-
9.	One House keeper		<ul style="list-style-type: none"> Matric. Hindi and Sanskrit upto Matric. Age: 21-42 years 		
10.	One Educator (Voluntary/ Part time)				
11.	One MBBS Docor (Voluntary/ Part time)				
12.	Art & Craft cum Music Teacher (Voluntary/ Part time)	1 (Part time)			
13.	PT Instructor cum yoga Trainer	1 (Part time)			