

**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**

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**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, loading, 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.

- (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 & field trips shall be arranged 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 their 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 10<sup>th</sup> 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.

(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 'B'**

**Staffing pattern of an institution with 50 children**

<b>Sr. No.</b>	<b>Personal</b>	<b>No. of Posts</b>	<b>Qualification</b>	<b>Remuneration per month (in Rs.)</b>	<b>Annual Expenditure Consolidated (in Rs. )</b>
1.	One Office In-charge (Superintendent)	1	M.A. Social Work	25,000/-	3,00,000/-
2.	One Counselor	1	M.A. Psychology	17,500/-	2,10,000/-
3.	One Probation Officer/Child Welfare officer/ Case worker	1	M.A. Social Work	17,500/-	2,10,000/-
4.	Two House Mother or House Father	2		11,000/-	2,64,000/-
5.	One Paramedical staff	1		9000/-	1,08,000/-
6.	One Store -keeper cum Accountant	1		14,000/-	1,68,000/-
7.	One Cook	1		7,500/-	90,000/-
8.	One Helper	1		6000/-	72,000/-
9.	One Housekeeper	1		6000/-	72,000/-
10.	One Educator ( Voluntary / Part time)	1			
11.	One MBBS Doctor (Voluntary/Part time)	1			
12.	One Art & Craft cum Music Teacher (Voluntary/Part time)	1			
13.	One PT Instructor cum Yoga Trainer (Voluntary/Part time)	1			
	<b>Total</b>	<b>1</b>			



परिशिष्ट 1

महिला एवं बाल विकास विभाग, निदेशालय हरियाणा  
सहायक अनुदान के लिए प्रार्थना पत्र  
क- सामान्य

1. संस्था का नाम और पूरा पता
2. संस्था के स्थापित होने की तिथि
3. क्या संस्था रजिस्टरीकृत है यदि रजिस्टरीकृत है तो रजिस्टरीकरण की तिथि
4. संस्था का प्रबन्ध -क्या यह संस्था किसी व्यक्ति द्वारा चलाई जा रही है या चुनी हुई अथवा न चुनी हुई प्रबन्धक समिति द्वारा ? इसके गठन का ब्यौरा देते हुए इसके सदस्यों के नाम बताईयेगा।
5. संस्था के लक्ष्य तथा उद्देश्य और दिन प्रतिदिन कार्यों कि लिए बताए गए नियम तथा विनियम।
6. संस्था के भवन का ब्यौरा अपना भवन है या किराये का ?
7. संस्था में लगे स्टाफ का विवरण तथा वेतन।

ख- चालू वित्त वर्ष समेत तीन वर्षों का ब्यौरा

- | 1. | आय   | व्यय | घाटा | बचत |
|----|--|------|------|-----|
| 2. | पिछले दो वर्षों की आडिट स्टेटमेंट संलग्न कीजिये।   |      |      |     |
| 3. | निम्नलिखित साधनों में प्राप्त वार्षिक आय/अनुदान यदि कोई हो, तो उसका ब्यौरा।                        |      |      |     |
| क" | केन्द्रीय सरकार द्वारा बनाये हुए बोर्ड व संस्था।   |      |      |     |
| ख" | केन्द्रीय सरकार।   |      |      |     |
| ग" | राज्य सरकार द्वारा बनाये हुए बोर्ड व संस्था।   |      |      |     |
| घ" | राज्य सरकार।   |      |      |     |
| ड. | मन्त्रियों की डिस्कीशनरी ग्रान्ट से।   |      |      |     |
| च" | स्थानीय निकाय।   |      |      |     |
| छ" | दान/चन्दे।   |      |      |     |
| ज" | पदार्थ की बिक्री।  |      |      |     |
| झ" | फुटकर  |      |      |     |
|    | कुल जोड़   |      |      |     |
| 1. | आय का स्थाई साधन जिस पर संस्था आश्रित हो।  |      |      |     |
| 2. | परिसम्पत्ति और देयताएं यदि कोई हों।  |      |      |     |
| 3. | व्यय की मंजूरी, बैंक लेखे के संचालन, लेखों की और अनुरक्षण के लिए अपनाए जाने वाले नियंत्रण की विधि। |      |      |     |

ग- नई आयोजना का कार्यक्रम

1. योजना का संक्षिप्त ब्यौरा
2. क. सहायक अनुदान के रूप में कितनी राशि की जरूरत है और यह किस कार्यक्रम और प्रयोजन के लिए चाहिए।  
ख. क्या संस्था की मैनेजिंग कमेटी ने 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/बोर्ड/संस्था/सरकार/मंत्रियों की डिस्ट्रिक्शनरी ग्रान्ट से अनुदान मांगा है ? यदि हाँ, तो कितना तथा किस कार्य के लिए ?
3. बजट प्रस्तावित कार्यक्रम के संबंध में संभावित आवर्ती और अनावर्ती वार्षिक खर्च का मदवार ब्यौरा दीजिये।
4. यह संस्था वर्तमान क्रिया-क्लाप को जारी रखने और उस पर होने वाले खर्च को पूरा करने के इलावा का अनुदान प्राप्त करने के लिए कितना अनुमानित धन इकट्ठा कर सकती है ?
5. क्या यह संस्था अनुदान मंजूर होने की स्थिति में उसका चालू वित्त वर्ष के अन्दर उपयोग कर सकेंगी ?
6. कोई अन्य उपयोगी सूचना।

हस्ताक्षर

संस्था का प्रधान/उप-प्रधान/मैनेजिंग डायरेक्टर

श्री/श्रीमति.....निवासी..... इस द्वारा सत्यानिष्टा से घोषणा करता/करती हूँ कि ऊपरलिखित विवरण मेरे पूर्ण ज्ञान तथा विश्वास अनुसार सत्य है और कोई भी बात गुप्त नहीं रखी गई है।

मैजिस्ट्रेट व ओथ कमिश्नर द्वारा साक्ष्यांकित

आवेदन के हस्ताक्षर तथा पद मोहर

दिनांक .....