



**Haryana State Child Protection Society (HSCPS)**  
**(Women and Child Development Department)**  
**Bays No. 15-20, Sector 4 Panchkula, Haryana**



**EXPRESSION OF INTREST (EOI)**

Sealed applications are invited from Voluntary Organizations or Non Voluntary Organizations (NGO) for setting up/running Children Home for the placement of children in need of Care and Protection for their care, treatment, education training, development and rehabilitation in district Ambala and Fatehabad.

For details of Eligibility Criteria, Application Procedure, Application Form, along with Documents to be submitted and General Instructions. Please refer the website of Department of Women and Child Development, Panchkula, Haryana:-[www.wcdhry.gov.in](http://www.wcdhry.gov.in)

Last date of submission of application form 21.08.2018 (Date) 5.00 pm (time).

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Member Secretary (HSCPS) cum Director,  
Women and Child Development Department,  
Panchkula Haryana

**Eligibility Criteria, Application Procedure, Application Form, Documents to be submitted and General Instructions for setting up Children Home for Children in Need of Care & Protection in District Ambala and Fatehabad:-**

**Eligibility criteria:-**

1. Registration of the organisation under any law for the time being in force.
2. NGOs with Minimum three years experience in the field of Child Welfare.
3. Audited Statement of accounts of previous three years.
4. A declaration from the person or the organisation regarding any previous conviction record or involvement in any immoral act or in an act of child abuse or employment of child labour.
5. Not been blacklisted or placed under funding restriction by any Government or Government agencies.
6. Income Tax Registration & Exemption Certificates, if any

**Preference Given:-** NGOs having good experience in child protection will be preferred. The department will also prefer institutions which can demonstrate actual arrangements/ tie ups for

- Space (specifically identified space to be demonstrated)
- Educational/Schooling/ Remedial Education tie up
- Counselling Facilities
- Health tie up
- Vocational Training
- Career Counselling
- Hobbies/Sports

The financial assistance/Grant-in- Aid will be provided to voluntary organizations or NGOs for establishing children Homes as per detailed and revised Integrated Child Protection Scheme (ICPS) guidelines (as per Annexure-X) of the Ministry of Women and Child Development. The cost sharing ratio between Centre: State/NGO is 75%:15%: 10%. However, release of Grant-in-Aid for setting /running of Children Home to recommend proposals shall be subject to the approval of the Project Approval Board of Ministry of Women and Child Development, Govt. of India.

**Application Procedure:-**

The interested and eligible voluntary or non voluntary organisations may submit application with necessary relevant signed documents in the prescribed application form to the office of concerned

Deputy Commissioner/ District Programme Officer, Women and Child Development (WCD)/District Child Protection Officer (WCD) through speed post/registered post only latest by 21.08.2018 till 5.00 pm. Applications received after the due date or in an open envelope or lack of required information shall be rejected.

For detailed information regarding setting up/ running children home as per revised ICPS Guidelines and JJ Act,2015 and Model Rules, 2016, instructions, application form, eligibility criteria, please refer the website of Department of Women and Child Development, Panchkula, Haryana : [www.wcdhry.gov.in](http://www.wcdhry.gov.in)

**APPLICATION FORM-**

**Location of the Children Home** \_\_\_\_\_

**Name of the District** \_\_\_\_\_

1.	Name of the Organization				
2.	Full Address of the Organization				
3.	Name and Contact Details of Chief Functionary of the Organization				
4.	Email id & contact No.				
5.	Registration Details:				
	<ul style="list-style-type: none"> <li>• Date of Registration</li> <li>• Registered by</li> </ul>				
6.	Whether you already have a license under the provisions of JJ Act, 2015 or 2000 by the State Government				
	Yes	No			
	If yes, license number				
7.	Please provide details, regarding the annual budget of your organization	Year	Source	Amount	Expenditure
		2015-16			
		2016-17			
		2017-2018			
8.	Bank Details	Name of the Bank			
		Account number			
		IFSC Code			



		Address of the Bank						
9.	PAN Number	Yes/No						
10.	Provide the details of the current projects for children in need of care and protection/ juveniles of the organization as per format	Project Name	Location	Funded	Year	Type of Beneficiaries	Total number of Beneficiaries	
11.	Area/ Locality in which proposed children home is to be set up							
12.	Whether any building has already been identified: Yes/ No							
13.	With what category of children the NGO desires to work	Sr. No.	Age Group	Physical and Mental Status of the child				
14.	List of members of Managing Committee/ Executive Committee of the Organization	Name	Designation	Age	Educational Qualification	Aadhaar Card Number	Permanent Address	Present Address
15.	Any other information							

**Declaration**

I hereby certify that, I have read the rules and regulation of the Scheme/Project and the above information furnished is true to the best of my knowledge and belief.

Signature of Chief Functionary with seal  
Name of the Chief Functionary \_\_\_\_\_

**Document to be submitted with the application/proposal:-**

Following documents to be submitted with the application/proposal:

- 1) A copy of the Registration of the organisation under any law for the time being in force. Copy of license/ recognition, if already recognized as a children home/ shelter home by the State Government under section 34 & 41 of the Juvenile Justice (Care and Protection of Children) Act, 2000 and 2015.
- 2) A copy of Memorandum of Association along with latest filled return/ Trust Deed.
- 3) A list of Management Committee or Executive Committee or Board Members.
- 4) A copy of rules and regulation of the organization.
- 5) Aims & Objectives of the Organization.
- 6) Activity Report/ Annual Report of the Organization for the last three years.
- 7) Annual Audit Report of the Organization for the last three years.
- 8) Income Tax Registration & Exemption Certificates, if any.
- 9) Photocopies of the documents relating to the experience in Women and Child Programme or any Social Development sector with the support of Govt./Donor Agencies. In the experience documents the duration of the project must have been mentioned.(Attach the proof documents with self certification)
- 10) Human Resource Details(Full time, part time staff) (if any)
- 11) Copy of Bank Pass Book
- 12) Copy of Aadhar Card of all trustees/members.
- 13) Unique ID number of registration in NGO-PS Portal of NITI Aayog
- 14) Undertaking VO/ NGO that it has not been blacklisted or placed under funding restriction by any Government or Government agencies.
- 15) A declaration/undertaking from the person or the organisation regarding any previous conviction record or involvement in any immoral act or in an act of child abuse or employment of child labour.
- 16) Any other documents in support of the organization.

**Note:** All the above supportive documents must be signed by the Authority of the organization, failing which, the application shall be rejected

## **General Instructions for the Voluntary Organizations/NGOs for running children Home**

- 1) Application should be submitted in the prescribed format .The application not filled in the prescribed format shall be summarily rejected.
- 2) Applicant Voluntary Organizations/ NGO are advised to ensure that they fulfil eligibility criteria prior to submission of application (as mentioned in the advertisement and also to ensure that the NGOs/ Voluntary Organizations is registered/ licensed under relevant legislation).
- 3) Availability of space/ premises for running such Shelter Home according to ICPS Guidelines/ Juvenile Justice (Care & Protection of Children) Act, 2015 and Model Rules, 2016 will also be taken in account.
- 4) Each and every page of the application and enclosures must be numbered and signed by the authorized signatory with the seal of the organization.
- 5) Incomplete Applications/ documents shall not be considered.
- 6) Application submitted after last date / due date shall not be considered.
- 7) Last date of submission of application is 21.08.2018 latest by 5:00 p.m.
- 8) The Member Secretary of State Child Protection Society, Panchkula reserves the right to amend/ alter/ change/ modify any or all of the conditions if necessary or cancel the advertisement with or without assigning any reason thereof.