

WOMEN AND CHILD DEVELOPMENT DEPARTMENT HARYANA

(Integrated Child Protection Scheme)

Applications are invited for the Grant in Aid for 2021-22 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 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 **15-02-2021 till 5.00 P.M.** No form will be entertained after due date/time.

Director- General,
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

महिला एवं बाल विकास विभाग, हरियाणा
(हरियाणा राज्य बाल संरक्षण समिति)

हरियाणा राज्य में समेकित बाल संरक्षण स्कीम (आई0सी0पी0एस) के अन्तर्गत बाल देखरेख गृहों को संचालित कर रही स्वैच्छिक/गैर सरकारी संस्थाओं को वर्ष 2021-22 में अनुदान देने हेतु आवेदन आमन्त्रित किए जाते हैं।

1. स्वैच्छिक संस्था सोसायटी रजिस्ट्रेशन एक्ट, 1860 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 संस्थाएँ 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 **15-02-2021** सांय **5.00** तक जमा करवायें। अंतिम तिथि के पश्चात् किसी भी आवेदनों पर कोई विचार नहीं किया जायेगा।

महा निदेशक ,
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 networkHow often are children allowed to view TVAre children playing games indoorsWhat games are available to themAre children playing games outdoorsDo they have equipments/ accessories to playDo children go for picnics/excursionsDo they have interactions with eminent personalitiesIs there a recreation room available to children	Yes	No
In the evening or any time		
Yes		
No		
Age appropriate games or not		
Yes		
No		
Yes		
No		
Yes		
No		
Yes		
No		
Kitchen / Dining Room <ul style="list-style-type: none">Is the cooking area and pantry separateDo children get individual thalis, mugs glassesAre cooking utensils adequate and cleanIs there a fridge available for childrenIs there a Oven available for childrenIs there a Gas stove available in kitchenIs there a chimney availableWhat is the arrangement to keep the gas cylindersAdequate water supply for washing, cookingAdequate drinking water available (RO)	Yes	No
Yes		
No		
Yes		
No		
Yes		
No		
Yes		
No		
safe / away from children or not		
Yes		
No		
Yes		
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 	Yes No
<ul style="list-style-type: none"> Taps in the wash basin are functioning 	Yes No
<ul style="list-style-type: none"> Is the floor slippery 	Yes No
<ul style="list-style-type: none"> Drains clean 	Yes No
<ul style="list-style-type: none"> Drains are clogged 	Once or more in a day
<ul style="list-style-type: none"> Fittings for hanging clothes/ towels in place 	Yes No
<ul style="list-style-type: none"> Cob webs are removed 	Yes No
<ul style="list-style-type: none"> Door has a latch 	Yes No
<ul style="list-style-type: none"> Door has peep holes 	Yes No
<ul style="list-style-type: none"> Frequency of bath a child is allowed 	Yes No
<ul style="list-style-type: none"> Water is adequately available 	Yes No
<ul style="list-style-type: none"> Adequate numbers of buckets and mugs 	Yes No
<ul style="list-style-type: none"> Personal toiletries are provided 	Yes No
<ul style="list-style-type: none"> Is washing powder or soap given 	Yes No
<ul style="list-style-type: none"> Do children wash their own clothes 	Yes No
<ul style="list-style-type: none"> Is there a washer man available 	Yes No
<ul style="list-style-type: none"> Is the washing machine functional 	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 ? Twice a day or more
- 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 | 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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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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• 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:

- Entries of children in track the missing child website:

- User Id and password provided:

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• Other programmes and activities initiated:

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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 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					

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:

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YES

NO

- Formation of Management Committee:

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

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.....

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 RESDING IN CCIS

NAME OF INSTITUTION/CCI-----

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

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