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GOVERNMENT OF ODISHA

WOMEN & CHILD DEVELOPMENT DEPARTMENT

RESOLUTION

The 14th May 2013

Subject —Streamlining Grant-in-Aid utilization in respect of residential children of the special schools.

In pursuance to the Resolution No. 532/WCD., Dt. 8-1-2013 regarding guidelines for establishment, recognition and grant-in-aid to institution imparting education to children with disabilities, after careful consideration to streamline the expenditure Government have been pleased to decide the norms and break-up of expenditure from Grant-in-Aid in supersession of this Department Resolution No. 254-SWCD., Dt. 14-8-2009 in respect of residential children of special schools.

Background :

A loving and caring family environment is the best place to raise a child. Similarly inclusive education in a regular school with all children is better for a child with disability as it equips the child with life skills and confidence. However, some children with disability need to study in special schools due to various reasons and become children in need of care and protection under the ambit of the JJ Act. Children in need of care and protection in institutions need special measures for their well-being and growth. The institutions housing the children need to ensure a home like environment and provide opportunity and encouragement to the children so that they reach their full potential and leave the institutions as well rounded and confident young persons.

Special schools for children with disability are first and foremost schools, with a responsibility of ensuring that the children are given education at par with their peers in regular schools and are able to compete successfully in board exams and take up higher education. It is also incumbent upon all such institutions that house children with disability, i.e., children in need of care and protection, that they adhere to the proper standards pertaining to these children and provide a home like environment. The primary responsibility of the proper care of these children lies with the institution that took upon itself this responsibility. The Government helps in this endeavour by giving Grant-in-Aid and other support. In order to ensure that GIA is utilized optimally and meets the end objective of betterment of children, the following guidelines are prescribed for all institutions receiving GIA.

Grant-in-aid principles :

Currently, a lump sum amount per child per month is given which includes both recurring and fixed costs. Since segregation of costs is not done in the sanction orders, it becomes difficult to monitor if the amount has been spent for the purpose it was meant.

In order to streamline expenditure, the following changes in the sanction of Grant-in-Aid are done :

1. It has been decided to segregate expenditure into fixed and recurring costs
2. Instead of per month per child sanction, an yearly expenditure is indicated for fixed costs
3. The overall amount of Rs. 750 per child per month however remains the same. The NGO is expected to make a minimum contribution of 10% of grant-in-aid sanctioned and have the capacity to run the institution.
4. It is advised that the NGO contribution of Rs. 83 per child per month be spent towards the facilities needed for children with special needs and which will aid them in their learning. These facilities should be specific to the disability and ensure that the children achieve the full learning potential.

The fixed or non-recurring costs are indicative for groups of twenty-five children, with additional grants for a group of five children and are divided into the following heads :

1. Bedding and clothing
2. Medical charges
3. Rent and maintenance of buildings
4. Recreation of children
5. Contingencies
6. Educational expenses

The non-recurring cost GIA should be used for providing permanent assets under that heading for children, following transparent procurement procedures.

The recurring costs per child per month for child care institutions are as follows :

1. Food
2. Providing aids & appliances
3. Rent of the building

The detailed break-up is given at Annexure-I

Guidelines :

The following guidelines are hereby prescribed for expenditures by the special schools :

1. Nutrition and Diet :

All children need to be provided a balanced, nutritious and varied diet so as to meet their growth requirements.

- In order to provide a balanced diet as per the minimum nutritional standards, the children shall be provided 4 meals in a day including breakfast.
- The children shall be provided special meals on holidays
- The children who are sick shall be provided special diet according to the advice of the Doctor on their dietary requirement.
- It should be ensured that food is cooked in clean and hygienic surroundings and meals are cooked and served in clean utensils. A mess committee comprising of children should be formed to oversee the adherence to the menu. A local expert on nutrition should be involved in case any changes in menu are suggested by the mess committee.
- The indicative menu given at Annexure II-A should be followed. In case the institutions want to supplement the menu with other items through their own or other resources such as MDM., the same should be done. However no deletions should be made as the menu is made in keeping with the nutritional norms, rather the savings should be used in giving additional items such as fruits.
- The menu should be painted on a prominent wall outside the office and dining room of the institution.
- The daily menu along with calorie and protein norms for each meal on each day is enclosed as Annexure II-B.

2. Medical Care :

- Every institution shall ensure that a medical examination of the child is carried out at the time of admission and individual medical record for each child is maintained on the basis of medical check up including height, weight, sickness, treatment and other problems.
- Have arrangement for medical facilities including a first-aid kit and a Doctor on call available for regular medical check up and treatment of children.
- Tie up with local PHC, Government Hospital, Medical Colleges, other Hospitals, Clinical Psychologist and Psychiatrists and Mental Health Institutes for regular visit by the Doctors for holding periodic Health Camps within the institution.
- Have sufficient medical equipment to handle minor health problems including first-aid kit with stock of emergency medicines.
- Make necessary arrangements for immunization coverage
- Take preventive measures in the event of outbreak of contagious or infectious diseases

- Set up a system for referral of cases with deteriorating health or serious cases to the nearest Civil Hospital or Recognized Treatment Centres.
- Keep sick children under constant medical supervision
- Ensure clean and safe drinking water, toilets and cooking facilities at all times.

3. Education :

Every Institution shall :

- Provide education to all children according to their age and ability through properly qualified and trained staff, appointed through a transparent procedure as per rules.
- Provide education at par with the Government schools and follow the syllabus prescribed by the education boards. The special schools should also make arrangements for education opportunities with non-formal/vocational education institutions. However the emphasis should be on making the children with disability competent in the regular board exams.
- Provide extra coaching to children in the institution by encouraging volunteer services or tying up with local resources. Special educators, wherever required, should be provided.
- Develop networking with institutes of technical instruction, Government or private organizations or enterprises, agencies or non-governmental organizations with expertise or placement agencies.
- Provide teaching learning material such as braille books, notebooks, other school books, pen, pencils, etc., to the children as per their requirement.
- Provide computer facility for higher class students and arrange access and training in computers for them. At least two computers and peripherals should be made available for children in the library/studyroom for their use. For children with visual disability, special arrangements for computer education should be made by installing the requisite software.
- Maintain a record of the educational performance of each child and the number of children passing out each year with marks obtained in board examinations.

4. Recreation :

Every Institution shall :

- Have guided recreation available to all the children in the institution
- Provide indoor and outdoor games, music, educational television viewing, etc
- Arrange picnics and outings at regular intervals. Also arrange outings to institutions relevant for life skills such as post offices, banks, colleges and ITIs. B.D.O. and Tahasil offices, etc.
- Arrange cultural programmes at intervals, on special days, holidays, etc., involving the children.

- Celebrate birthdays of children by a special felicitation of the child in assembly
- Provide the facility of library consisting of different books, periodicals and newspapers
- Provide life skill training to the children

5. Sanitation and Hygiene :

The Institution shall have the following facilities :

- Sufficient treated drinking water including installation of water purifiers
- Sufficient water for bathing and washing clothes and cleanliness of the premises
- Proper drainage system
- Arrangement for disposal of garbage
- Protection from mosquitoes by providing mosquito nets
- Annual pest control
- Sufficient number of toilets at least one toilet for 7 children
- Fortnightly washing and change of bed sheets. Regular washing of other bedding and clothing.
- Sufficient number of well maintained toilets and latrines, separately for boys and girls
- Clean and fly proof kitchen and separate area for washing utensils
- Utmost cleanliness in the buildings and in the campus, with all drains kept clean at all times.

6. Bedding and Clothing :

The clothing and bedding shall be as per the climatic condition. The Institution shall provide :

- One cot, one mattress and one mosquito net, two bed sheets, two pillows with pillow cases per child. The bed sheets and pillow cases should be washed and changed every fortnight.
- Two towels per child per annum. Soap, toothpaste, toothbrush, oil, comb as required
- Sanitary pads for girls who have attained puberty
- Woolen garments, blankets/quilts
- School uniform including shoes and school bags should be given from BBSY or as applicable from SSA.
- Clothes and footwear for out of school wear—skirt and blouse or salwar kamiz or saree for girls including undergarments 5 sets per year, and shirts and pants and shorts for boys and undergarments 5 sets per year.

7. Contingencies :

- This amount should be used for transportation of children, emergency services, maintenance of forms prescribed under PWD Act and JJ Act, kitchen garden, AMC charges of water purifier, computer consumables, etc.

8. Maintenance of accounts :

All the NGOs who are maintaining Child Care Institutions and special schools with the support of Grant-in-Aid received from W.&C.D. Department are required to maintain the Accounts as follows :

- 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 Institution only, and not in the NGO name.
- All procurements should be done in a transparent manner so as to benefit the Institution
- The Secretary 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 datewise. The closing balance of the cash book shall be analysed to indicate the position of amount remained as cash in hand, cash in 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.
- 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 under the nomenclature voucher guard file.
- The Institution shall maintain a stock register which among things shall contain the stocks received and issued (datewise). 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.

- Besides the above, the Institution shall maintain the following records duly signed by the Secretary of the Institution.
 - (i) Bank Pass Book
 - (ii) General Ledger
 - (iii) Loan Ledger
 - (iv) Donation Register
 - (v) Advance Ledger
 - (vi) Acquittance Role for payment to employees of the Institution
 - (vii) Admission and Discharge Register
 - (viii) Attendance Register

Conclusion :

Children should be involved in the running of the Institution in a meaningful way, and the operational guidelines issued by the W.&C.D. Department should be followed scrupulously.

Institution should also try to source funds available under other Schemes of the Government such as MDM., 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.C.D. Department should then clearly accounted for and used to supplement assets for the children, such as teaching materials like library books, computers, etc.

The break-up of Recurring and Non-Recurring costs is enclosed at Annexure-"I" and the prescribed weekly menu for children is enclosed at Annexure-"II-A", & "II-B".

This resolution is issued with the concurrence with FD vide their UOR No.81-SS-III, Dated the 12th April 2013.

The resolution will take effect from the date of issue.

By order of the Governor

ARTI AHUJA

Commissioner-*cum*-Secretary to Government

Weekly Menu for Children in Special Schools 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 J.J. Rules, 2007 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.
- 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 done which has a price variation. However, the menu is based on current prices and works out to Rs. 600 per head per month.
- An average 300 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 everyday.
- 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 given. 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.

W & CD DEPARTMENT
PROPOSED CHANGE OF COST NORMS OF MAINTENANCE GRANTS
FOR SPECIAL SCHOOLS (RESIDENTIAL)

Grant-In-Aid to be provided by W&CD Department

(In. Rupees)

Sl. No.	Component	Amount
	Recurring Cost (per inmate per month)	
1	Food	600
	Total	600
	Fixed Cost (for 25 inmates per 10 months)	
1	Bedding and Clothing (Excluding Uniform to be provided by BBSA)	11250
2	Medical Including charges of Part-time Doctor, Medicines and Transportation charges to Hospital in case of Emergency	3750
3	Re-creation including Indoor Games, Outdoor Games like Foot Ball, Cricket, Volly Ball, Hockey and monthly cable connection charges for T.V	2000
4	Educational Expenses including Note books, pen, pencil, books for library (Excluding Text Book to be provided by Sarba Sikhya Abhiyan)	12000
5	Contingencies including maintenance forms under JJ Act, Kitchen Garden, AMC charges of Aquaguard	4250
6	Maintenance of the building including Electrical fittings, Fan, Electricity dues, Water charges	4250
	Total	37500
Contribution of the NGO / Institution for maintenance of Inmates per 10 months		
Sl. No.	Component	Amount
1	Providing visual aids, Hearing Aid including room induction methods and group hearing aid, speech stainer for deaf and dumb inmates	18750
	Providing braille slate with stylus, cane stick, instrument for Tactile for blind inmates	
	Providing special chair, ball and bids to develop eye hand coordination for M.R and C.P inmates	
3	Rent for the building	2000
	Total	20750
	Grand Total (Fixed cost)	58250

Days	Breakfast -6.30 am				Lunch -9.15 am				Evening Snacks -5.00 pm				Dinner -8.00 pm				TOTAL		
	Ingredient	In gms.	Calorie	Protein	Ingredient	In gms.	Calorie	Protein	Ingredient	In gms.	Calorie	Protein	Ingredient	In gms.	Calorie	Protein	Calorie	Protein	
Fri	Suji	50	179	5.2	Rice	150	518	10.2	Chana	50	157	9.85	Rice	150	519	10.2	Rice, Dalma, Khata		
	Sugar	15	85		Dal	25	198	5.13	Black salt				Dal	25	84	5.6			
	Ghee	5	45						Potato	25	20	0.65	Vegetable, tomato	150					
	Milk	100	87	3.2	Rice, Dal, Veg fry & Butter Milk	100	80	2.5	Onion	10	0.5	0.4	Oil	10	90	0			
					Condiments								Condiments						
					Butter Milk	100	15	1.1											
					Total	385	901	18.93	Total	85	177.5	10.9	Total	335	893	15.8			
					Chuda	50	173	3.3	Mudhi	50	174	3.7	Rice	150	518	10.2			
					Veg	20	15	0.5	Mixture				Dal	25	84	5.6			
					Oil	5	45		Mudhi Mixture & ground nut				Oil	10	90	0			
Sat	Spices				Rice, Dalma, Saag				Groundnut	10	56	1.83	Mixed Khechudi & Khata				Rice, Dalma		
	Milk	100	67	3.2	Condiments								Veg	150	80	2.5			
					Total	175	300	7.0					Condiments						
					Wheat Flour	50	174	5.2	Total	60	230	5.53	Total	335	772	18.3			
					Oil	10	90	0	Rice	150	518	10.2	Rice	150	519	10.2			
					Potato	50	45	0.8	Chicken/Paneer	100	173	13.3	Dal	25	84	5.6			
					Spices				Potato	100	96	1.6	Vegetable	50					
					Any seasonal fruit				Oil	10	90	0	Oil	5	45	0			
					Total	110	309	6.0	Condiments				Condiments						
					G.Total	841	2167	52.2	Total	360	877	25.1	Total	230	648	15.8			
									535	1502	51.43	Total	2050	5038.7	126.22				
																14785	369.8		