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GOVERNMENT OF ODISHA

WOMEN & CHILD DEVELOPMENT DEPARTMENT

RESOLUTION

The 4th March 2015

SUBJECT—Revised Guidelines for Grant-in-Aid to Registered Child Care Institutions and use thereof

The State Government after careful consideration is pleased to issue revised guidelines for sanctioning Grant-in-Aid to registered Child Care Institutions as prescribed under Section 34 of the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its subsequent amendment in the year 2006. This Resolution supersedes W. & C. D Department Resolution No. 20297-WCD., dated the 22nd November 2012.

CHAPTER I

Preliminary

1. Introduction:

Institutions where children in need of care and protection are housed need to be registered under the Juvenile Justice (Care and Protection of Children) Act, 2006. This is mandatory under the Act irrespective of whether the institutions are being funded by the State Government or not. The registration under J.J. Act is provided to a physical unit i.e. the Child Care Institution (CCI). In case the same organization is running multiple number of CCIs in the same or different geographical locations, each CCI has to be registered under J.J. Act independently irrespective of the fact that they are located in the same District/State.

In no case should the Child Care Institutions be promoted as hostels for children whose families are too poor to take care of them, as that is not the purpose of running these institutions. Institutionalization of children should be considered as the last resort as children need a family like environment for their growth and overall development. Attempts should be made to rehabilitate the child with his/her biological parent (s), extended family, foster/adoptive family first in the given order. In case none of the options are found viable; the child may be placed in the CCI for long-term rehabilitation.

Also the CCIs desirous of applying for GIA are required to maintain prescribed standards of care to enable better utilization of funds.

CHAPTER II

Eligibility and Application Process for Grant-in-Aid

2. Eligibility:

Grant-in-Aid is not a right but is an additionality provided by the Government to a limited number of institutions. Whereas it is mandatory for all institutions to be registered under the Juvenile Justice (Care and Protection of Children) Act, 2006, registration does not confer the right to Grant-in-Aid to these institutions.

Registered Institutions desirous of availing Grant-in-Aid have to fulfil the below mentioned eligibility criteria :—

- (i) The registration status of the institution under Juvenile Justice (Care and Protection of Children) Act, 2006 should be valid. An institution whose registration has expired or is pending renewal (for any reason) can apply only after the registration is renewed.
- (ii) The Non-Governmental Organisations running the Child Care Institutions should be registered under the Societies Registration Act, 1860, the Indian Trust Act, 1882 or Section 25 of the Companies Act, 1980. The organization should fulfil all the statutory/ governance requirements as per the Societies/Trust/Companies Act.
- (iii) The NGO should have been in operation for a minimum of 3 years (preceding the year in which application for GIA is being made) and should provide the following supporting documents for the last 3 years: Audited Balance Sheet, Annual Report, Income Tax Return (if applicable), FCRA Return, Statutory Information like Members of the Executive Body.
- (iv) The Child Care Institutions should be maintaining the standards of care as per the operational guidelines for maintaining standards of care issued by the Department vide its Notification No. 18594—WCD-CW-MISC-00211/2012, dated the 30th October 2014. In addition this, the CCI should also follow the food safety guidelines and other instructions issued by this Department from time to time.
- (v) The Child Care Institution is able to produce the necessary documentation required for completing the application process for applying for Grant-in-Aid.
- (vi) The organization running the Child Care Institution should not be on the list of blacklisted NGOs of any other Government Agency/Department (will be time consuming and superfluous as P&C always endorses copy of the list to all Departments).

3. Application Process for Grant-in-Aid:

The Grant-in-Aid norms mandate a minimum matching contribution of 10% from the Child Care Institution. The amount of contribution may vary based on the nature of the grant or may be revised from time to time. The organization running the Child Care Institution should have the capacity to make this contribution and also run the institution from its own fund in case the Grant-in-Aid is discontinued.

The Grant-in-Aid is awarded for a period of one financial year only (April to March). Award of Grant-in-Aid for one year does not guarantee award of Grant for the subsequent years.

3.1 Application Process for first time applicants :

For the first time applicants, the GIA application for sanction of Grant-in-Aid for a year shall be submitted in duplicate to the Collector-*cum*-District Magistrate in Form -I attached to these guideline vide Annexure-I provided that:—

- (i) The institutions must have completed at least three years from the date of recognition/ registration under J.J. Act.
- (ii) Submit an undertaking of non-receipt of any other Grant-in-Aid for the same CCI either from Government of Odisha/India. The institution should also submit details of support (funds or any other support) being received from any other source for running the Child Care Institution.
- (iii) Shall produce an undertaking that it shall follow all the conditions prescribed in the J.J. Act, Odisha J.J. Rules and these guidelines. In the event of any discrepancy found in the compliance to the above, the institutions will refund the grants released to it if the Govt., if so decided.

The following documents are to be furnished along with the Grant-in-Aid application to the Collector-*cum*-District Magistrate of the district:—

- (i) A brief note describing the objectives and activities of the organization
- (ii) A copy of the registration certificates under Society/ Trust /Companies Act and J.J. Act
- (iii) A copy of the management and organizational structure of the organization
- (iv) Name and full particulars of the Board of Management/Governing Body etc. of the organization, the date of its constitution and the date of expiry of its tenure.
- (v) List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- (vi) A detailed budget showing the estimated income and expenditure of the year to which the application pertains.
- (vii) Audited statement of the accounts (viz. the balance sheet showing income and expenditure statement and receipt of payment accounts) of the organization/institution for the previous three years certified by a Chartered Accountant or Government Auditor.
- (viii) A statement showing grants received, promised or requested from bodies like a Department of the Central or State Government, Local Bodies.
- (ix) Undertaking to follow the J.J. Act, and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- (x) Undertaking that the NGO has not been balcklisted by the Central Government, or any other State or UT Government.

3.2 Application Process for CCIs already receiving Grant-in-Aid :

The CCIs who are already receiving GIA, should submit their application to the Collector-*cum*-District Magistrate of the district in Form-II attached vide Annexure-II of the guidelines. The institution shall submit the following documents along with the application:—

- (i) Latest Annual Report
- (ii) Audited statement of accounts of the previous year
- (iii) Utilization certificate for the grant already received as elaborated later
- (iv) Asset statement (wherever applicable)
- (v) Progress Report of various activities of the CCI
- (vi) Two copies of a statement showing grant sanctioned and actual expenditure incurred on each item for which grant was sanctioned.
- (vii) Justification for continuation along with a brief note on initiatives made for promoting deinstitutionalization of each child.
- (viii) Budget estimate for the year, with justification for each item of expenditure
- (ix) List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- (x) List of children (with date of admission and passing out) with photographs
- (xi) Certificate of registration/renewal granted under J.J. Act
- (xii) Undertaking to follow the J.J. Act, and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- (xiii) Undertaking that the NGO has not been blacklisted by the Central Government, or any other State or UT Government.
- (xiv) DIC inspection reports and its compliance

CHAPTER III

Grant-in -Aid Norms

4. Components of Grant-in-Aid :

In order to streamline the expenditure to be met from the GIA released in favour of Child Care Institutions the break-up has been revised :—

- It is decided to segregate expenditure into fixed and recurring costs
- Instead of per month per child sanction, a yearly expenditure is indicated for fixed costs for 50 children as one unit at Annexure-III.

The Grant-in-Aid may be provided to a CCI for the following components:

A. Non-Recurring expenditure subject to requirement as examined by DLPAC :—

- (i) Structural changes, upgradation of accommodation facilities and maintenance
- (ii) Upgradation of facilities like purchase/maintenance of television, computers, books and furniture, kitchen equipment, etc.

B. Recurring expenditure for a unit of 25 or 50 children in need of care and protection :—

- (iii) Food @ Rs.1,400 per month per child as per the food menu at Annexure-IV
- (iv) Clothing, medicine, soap, oil etc. @ Rs.600 per month per child
- (v) Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs.800 per child/year.
- (vi) Rent for hiring building for running Child Care Institutions @ Rs.35,000 per month subject to actual.
- (vii) Water and electricity charges @ Rs.10,000 per month maximum
- (viii) Salary of staff
- (ix) Transportation
- (x) Miscellaneous for outings, magazines/books for library, sports equipment, etc. @ Rs. 5,000 per month subject to actual.
- (xi) Contingencies (including internet connection, services of watch and/or data entry operators) @ Rs. 2,00,000 per year.

5. Norms for utilizing funds allotted under various GIA components :

All components of the Grant-in-Aid are meant to be utilized for the children residing in the CCI for which the grant is sanctioned. This should be in no circumstances be used for the Superintendent, Staff or any other Member of the Organization concerned or any other CCI being run by the organization.

Sl. No. (1)	Component (2)	Norms for expenditure (3)
(i)	Nutrition and Diet	<ul style="list-style-type: none"> • All children need to be provided a balanced, nutritious and varied diet so as to meet their growth requirements. The detailed weekly menu for the diet of the children is attached vide Annexure-IV. • 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.

(1)	(2)	(3)
		<ul style="list-style-type: none"> • 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-IV shall be followed. In case the institutions want to supplement the menu with other items through their own or other resources such as M.D.M., 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.
(ii)	Clothing, medicine, soap, oil.	<p>Out of the cost under unit clothing, medicine, soap, oil etc. the institution shall provide:—</p> <ul style="list-style-type: none"> • The clothes for the children should be procured on a quarterly basis and during festivals as per the below mentioned norms. The child should have a bath daily and should change his/her clothing everyday. <ul style="list-style-type: none"> o Five numbers of shirts and pants and shorts and under garments—5 sets per year for boys apart from the school uniform provided under SSA. o 5 Nos. of skirt and blouse or salwar kameez for girls including under garments —5 sets per year apart from the school uniform provided under SSA. o Two winter garments one rain coat, one umbrella, two footwear and four pairs of socks, one pair of chappals. o Four handkerchiefs per child. o Two sets of towels (Large and small hand towels) o One school bag per annum • Medicine as per requirements • On 5th of every month a hygiene kit should be given to all children which should include :— <ul style="list-style-type: none"> o Bath soaps of good brand o Handwashing soap of good brand o Hair and body oil of good brand (200 ml.)

(1)

(2)

(3)

- o Tooth paste of good brand (100 gm)
- o Tooth brushes of good brand (quarterly)
- o Tongue Cleaner (quarterly)
- o Comb (quarterly)
- o Sanitary pads for girls (a packet of 20 pieces per month).
- o Nail cutters (once a year)
- o Talcum Powder of good brand
- o Shampoo (plain and medicated)

The entitlement chart for all the above mentioned items should be painted on a prominent wall of the institution.

- The 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 problem.
- Have arrangement for medical facilities a first aid kit and a doctor on call available for regular medical check-up and treatment of Children.
- Tie up with local P.H.C, Govt. Hospital, Medical College, other hospital, Clinical Psychologist and Psychiatrists and mental health institution for regular visit by 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 centers.
- Keep sick children under constant medical supervision
- Ensure clean and safe drinking water, toilets and cooking facilities at all times.

(1)	(2)	(3)
(iii)	Bedding :	<p>The Bedding cost includes mattress, bed sheets, pillow, blanket, dari/mats, etc. The Institution shall provide:</p> <ul style="list-style-type: none"> • Bed sheets, Mattresses and Pillow as per requirements. The bed sheets and pillow cases should be washed and changed every week. The following is prescribed:— <ul style="list-style-type: none"> • 1st week of month—White colour sheets • 2nd week of month—Pink colour sheets • 3rd week of month—Blue colour sheets • 4th week of month—Green colour sheets • One blanket, Dari /Mat per child per annum.
(iv)	Transportation :	<p>Travel expenses can be incurred for children for different purposes based on local and immediate needs. The amount should not be used for hiring vehicles, etc. for regular use of the Superintendent, Staff or any other member of the Organization concerned. The cost for transportation shall also include:—</p> <ul style="list-style-type: none"> • Travel for vocational training • Field visit inside the District • Production of Child in CWC/JJB • Arrange picnics for children • Arrange outing to institutions relevant for life Skills such as Post Office, Banks, Colleges and it is, BDO and Tehsil Office, etc. • To attend children's festival Rainbow at District and State level. • Medical Transportations • Exposure visit to places of interest like Planetarium, Biological Park, Historical monuments, etc. to enhance their outlooks and knowledge. • Travelling charges of CCI staff for attending training/ sensitization workshop at District/State Headquarters.
(v)	Recreation :	<p>The money available under the miscellaneous head can be expended for the following :—</p> <ul style="list-style-type: none"> • Three widely circulated newspapers i.e. two Odia and one English which should be kept in the library of the CCI.

(1)	(2)	(3)
		<ul style="list-style-type: none"> • Four magazines in Odia on Sports, Science and Current Affairs. • Books for Library [Story books,/Essay books, Grammar books, Translation books, (English to Odia & Odia to English), Dictionary (Odia and English), Fiction , Quiz books , Mathematical Puzzle books, General Knowledge & Current Affairs books & magazines, Reference book] for all classes especially for class 9th & class 10th, others. • Provide indoor and outdoor games, music, educational television viewing etc. • Musical instrument like Guitar, Harmonium, Tabla, Keyboard etc. • Costume for cultural activities • Items required for painting towards cultivating hobbies (water colour, brush, drawing paper, flip chart, pen, pencils etc.) • The institution should have an outdoor play area for the children.
(vi)	Contingencies :	<p>The institutions shall expend the fund available under contingencies on the following:— (according to individual units of priority).</p> <ul style="list-style-type: none"> • Remuneration of Watchman @Rs.4,500/- per month. Remuneration of Data Entry Operator @Rs. 5,100/- per month. • Internet connection @ Rs.750/- per month or as per actuals. • Installation of water purifier • Maintaining sanitation and hygiene in the CCI campus • Emergency light, lamp etc. • Cable connection to Television (subscribe educational channels including English learning channels). • Gas connection and LPG Gas cylinder refilling • Office stationary, Photocopy of documents etc.
(vii)	Education :	<p>Every institution shall :</p> <ul style="list-style-type: none"> • Provide education to all children according to their age and ability in regular schools either run by Government or reputed private schools, where there is opportunity of studying with other children.

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|--------|--------------------------|---|
| (1) | (2) | (3) |
| | | <ul style="list-style-type: none"> • Make arrangements for education opportunities with non-formal/vocational education institutions. However the emphasis should be on mainstreaming the children in the regular education system by sending them to regular schools. • Provide extra coaching to school going 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 organisations or enterprises, agencies or Non-Governmental Organizations with expertise or placement agencies. • Provide notebooks, books, pens, 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/study room for their use. • Educational profile of the institution as a whole may be prepared in the month of April after the annual examinations are over. • Endeavour to provide facilities like Online learning of English and all other subjects. • 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. |
| (viii) | Sanitation and Hygiene : | <p>The institution shall have the following facilities:—</p> <ul style="list-style-type: none"> • 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 |

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| (1) | (2) | (3) |
|-----|-----|-----|
- Sufficient number of toilets, at least one toilet for 7 children
 - Weekly washing and change of bedsheets. Regular washing of other bedding and clothing.
 - Daily washing of children's clothes
 - 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. Engagement of Staff in Child Care Institutions

6.1. Existing Staff :

- (i) The staff already engaged by the management of the CCIs. prior to issue of these guidelines should have qualification as prescribed in Annexure-V of these guidelines.
- (ii) The number of staff per institution will be as per the revised Integrated Child Protection Scheme (ICPS) guidelines.
- (iii) In case the nature, qualification and number of staff present in the CCIs does not match the staffing structure prescribed in the ICPS Scheme 2014, the CCI will have to engage new staff following the steps outlined in 6.2 of the guidelines.
- (iv) The existing staff of the institution, who has the prescribed qualification, shall be paid remuneration from the GIA at the rates approved under the ICPS Scheme 2014.
- (v) Provided that the staff of the institutions shall be disengaged on attaining 60 years of age as children in need of care and protection require constant care and individual attention.
- (vi) The staff of the CCIs. who are working in the prescribed positions but do not possess minimum qualification shall be given three chances to acquire the required qualification. During this period they shall receive the same remuneration paid to them by the institution before issue of these guidelines (from the institutions own funds).
- (vii) The existing staff who might be asked to continue should submit an undertaking to the Organization for fulfilling the requisite qualification within the prescribed period.
- (viii) The existing staff who fail to acquire the required qualification in 3 years or have no chance of getting the required qualification in the consecutive 3 years or have expressed their inability shall not be a part of the staffing structure and their remuneration will not be covered from the GIA under the ICPS Scheme 2014

6.2. Protocol for engaging new Staff for CCIs. :

The CCIs may recruit new staff as per the posts prescribed in the ICPS guidelines and as per the qualifications prescribed in Annexure-V. Since the staff engaged by the CCI are not Government staff, the management of the CCI will be responsible for them incase the GIA is discontinued. The District Inspection Committee should make yearly inspection and assess the quality of staff and the staffing structure in CCIs.

- (i) The staff strength of the institution will be maintained as per the ICPS guidelines, 2014 and as revised from time to time. Any vacancy in the institutions shall be reported to the Collector-*cum*-District Magistrate and will be filled-up from the panel recommended by the District Selection Committee following the procedure outlined below.
- (ii) The District Verification Committee consisting of the ADM, DWO, ADSWO, Tehsildar, District Headquarters and the DCPO of the District shall conduct an assessment of the current staff position in the CCI and intimate the vacancy position to the Collector-*cum*-District Magistrate / Director, OSCPS /W. & C.D. Department/ CCI.
- (iii) The recruitment to new/ vacant posts shall be conducted through a transparent procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the CCI from its contingency budget. DCPU of the concerned District will facilitate the process. The applications should be received in the office of the ADM of the District.
- (iv) The following documents have to be attached with the application forms :—
 - (a) Self-attested photocopy of Secondary, HSC, Graduation, Post Graduation or any other professional qualification certificate and mark-sheet.
 - (b) One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
 - (c) Certificate of experience issued from previous employer
 - (d) Character Certificate from a Gazeted Officer.
- (v) The DCPU will make a list of the applications received for different position separately and submit it to the District Selection Committee for review.
- (vi) There CCI shall constitute a Selection Committee consisting of at least 2 women members, 2 educationists and 2 social workers. The President/Secretary of the CCI shall be a member-convener. The senior most person by age other than the member-convener shall be the Chairperson of the Committee. 3 members out of 5 including the Chairperson will consist the quorum.
- (vii) The recruitment shall be on the basis of career marking only as per weightage assigned below—

Sl. No.	Qualification	Weightage
1	Secondary	15
2	Higher Secondary	20
3	Graduation	30
4	Post-Graduation	30
5	Any other Professional Course/Training related to Child Rights and its Protection	05
Total ..		100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 5 categories mentioned in the table above. In case more than one candidate has equal weightage of marks, the candidate with past experience of working with children will be given preference. The decision of the Selection Committee in this regard shall be final.

- (viii) The Selection Committee shall make a panel and recommend the name of 3 candidates in order of preference to the management of the institution for appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order.
- (ix) The list of appointees shall be submitted to the Collector-*cum*-District Magistrate and Director, OSCPS for due information and record.
- (x) The management of CCI will be the authority to issue the engagement order to the staff. The CCIs applying for this component of the GIA should also have a Human Resource Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. the CCI shall decide the continuance of service of its staff based on the annual performance appraisal.
- (xi) Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.
- (xii) The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the CCIs.

In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of CCI for taking action as deemed proper.

CHAPTER IV

Release of Grant-in-Aid

The Grant-in-Aid (GIA) payable to an institution towards maintenance of children in need of care and protection and remuneration of the staff of CCIs shall be determined by Government from time to time within the limits of economic capacity of the Govt.

Grant-in-Aid shall be released in favour of CCIs by the Director, OSCPS for a year subject to fulfillment of conditions outlined in these guidelines.

The maintenance cost and remuneration of the staff shall be released on half-yearly /quarterly basis subject to availability of the funds for the purpose till the end of 1st half year / 2nd quarter of the financial year on receipt of Utilization Certificate in OGFR Form No.7A in respect of total amount of Grant-In-Aid released during the year preceding the previous financial year. The GIA due in the 2nd half year / 3rd quarter of the financial year will be released on receipt of Utilization Certificate in OGFR Form No.7A

7. Process to be followed for release of GIA in case of First time Applicants :

- (i) The District Inspection Committee comprising of the Additional District Magistrate, Chief District Medical Officer (CDMO), Chief Executive, Director Supply and Marketing [CE(DSM)], ORMAS, District Project Co-ordinator, Sarva Siksha Abhiyan (DPC, SSA). One Lady member of the CWC and one Lady representative of a leading NGO of the District shall ascertain the correctness of the facts stated in the application (based on the checklist for monitoring standards of care in CCIs attached vide Annexure-VI) after due field enquiry and submit the report to the District Level Project Approval Committee (DLPAC) for its consideration along with photographs of CCI premises and facilities being offered to children. The DIG enquiry to ascertain the genuineness of the proposal submitted by the CCI including non-recurring cost.
- (ii) If DLPAC recommends for GIA, the Collector-*cum*-District Magistrate shall forward the application along with his/her recommendation in Part -II of Form-I to the Director, Odisha State Child Protection Society (OSCPS) along with other required documents.
- (iii) The Director, OSCPS will send the applications to Government for consideration along with his/her opinion, subject to fulfillment of eligibility criteria as provided under Para 2 of these guideline.
- (iv) The applications sent by the Director, OSCPS for consideration of GIA shall be placed before the Screening Committee of the Department. In case of a favourable recommendation of the Screening Committee, GIA may be released in favour of new CCIs with prior approval of Finance Department and Govt. subject to availability of funds.
- (v) The Government reserves the right to approve full or in part thereof as percentage of expenditure as GIA taking into account the fund position and budget provision.

8. Process to be followed for release of GIA in case of CCI's who are already in receipt of GIA for preceding years:

- (i) The District Inspection Committee shall ascertain the correctness of the facts stated in the application after due field enquiry and submit the report to the DLPAC for its consideration.
- (ii) After recommendation by DLPAC, the Collector-*cum*-District Magistrate shall forward the application along with recommendation in part -II, Form-II of the application to the Director, OSCPS along with other required documents.
- (iii) The Director, OSCPS after due scrutiny of the proposals along with documents received from districts shall release the fund to the Bank Accounts of the CCI's electronically following the procedures outlined in Para. 5 of these guidelines.

9. Prior conditions for CCI's who are in receipt of GIA/or are applying for GIA:

- (i) CCI's in receipt of GIA shall be open to inspection by DIC/DLPAC/any Officer so designated by the W&CD Department / OSCPS or by any other competent authorities.
- (ii) The accounts shall be maintained properly and separately and submitted as and when required. They shall be opened to an audit by the Controller and Auditor General of India.
- (iii) The accounts of the CCI should be audited by a Chartered Accountant along with Utilization Certificate for GIA of the previous year should have been submitted.
- (iv) The institution shall maintain a record of all movable and immovable assets acquired wholly or substantially out of Government grant and maintain a register of such assets in the prescribed *pro forma*. Such assets shall not be disposed of or utilized for purpose other than those for which the grant is given.
- (v) The Organization / Institution must exercise reasonable economy in the expenditure of GIA.
- (vi) The Organization shall furnish to the Govt. / Director, OSCPS / Collector-*cum*-District Magistrate concerned or any other competent authority such information as they may require from time to time.

10. Mode of fund transfer :

- (i) The requirements for GIA for maintenance of children in need of care and protection shall be submitted to the State Government by Director, OSCPS. The State Government will sanction the GIA in favour of Director, OSCPS.
- (ii) The Bank Account details of the CCI should be regularly updated with the DCPU and OSCPS.
- (iii) On receipt of funds from Govt., Director, OSCPS shall release the fund to the accounts of CCI's electronically as per their requirements.
- (iv) The CCI's shall make the payment of staff remuneration electronically to the personal Bank Account of the staff.

11. Duties of Management :

The Management of the CCI receiving GIA shall—

- (i) Have capacity to run the Institution out of its own funds as the Grant-in-Aid provided by the Government is only a supplement to the institutions;
- (ii) Ensure that the Rights of the children in need of care and protection as enunciated in the JJ Act are guaranteed at all times and their education and stay is based on those principles;
- (iii) Ensure that the standards of care and other related guidelines issued by the Government from time to time for children are followed scrupulously;
- (iv) Ensure that there is no physical or mental abuse of children at any time and they are treated with dignity;
- (v) Make separate provisions for girl children and ensure their safety and dignity at all times;
- (vi) Ensure meaningful education in regular schools so that all students pass the requisite examinations and are able to integrate into the society as capable and confident individuals;
- (vii) Provide litigation free land and building with adequate space arrangement to run the institution;
- (viii) Submit building safety and fire safety certificates from concerned authorities and ensure protection from Flood, fire and natural calamity;
- (ix) Cater to the special needs, if any of the children;
- (x) Provide facilities for vocational training and recreation;
- (xi) Maintain staff structure as per the yardstick fixed by the Government from time to time;
- (xii) Ensure effective utilization of staff for proper rehabilitation of children;
- (xiii) Maintain adequate sanitation, provision for safe drinking water, keep first aid and medical facilities available and take proper care of students in the event of sickness;
- (xiv) Ensure proper utilization of funds at all times;
- (xv) Ensure proper accounts, records pertaining to children prescribed under JJ Act as well as Identity Card. Bank Passbook and records prescribed for the institution and furnish reports and returns as and when required; and
- (xvi) Strive for continuous deinstitutionalization and reduction of its strength of the inmates.

CHAPTER V

Withholding of Grant-in-Aid and Appeal**12. Suspension or Termination of Grant-in-Aid :**

Director, OSCPS by specific order may suspend the GIA in respect of any CCI in the event of any of the following:—

- (i) If an Institution is found short of the minimum effective strength
- (ii) Misappropriation/Misutilisation of any part of the assistance received from the Government or funds received from other sources.
- (iii) Failure to comply with conditions as provided in Para. 2 and Para. 9 of this guideline
- (iv) If the Institution is blacklisted by any Central/ State Government Department or UT Government.
- (v) Any other serious violations, detrimental to the interest of the as reported by the Collector-*cum*-District Magistrate.
- (vi) In case of non-compliance to inspection reports of DIC and other authorities

After suspension of GIA, the Director, OSCPS shall serve a show cause notice to the Institution for reply within 30 days. After examining the show cause reply, if received, the Director will pass an appropriate order. Any subsequent order will be issued only after making necessary inquiry and/or on the recommendation and report of the Collector-*cum*-District Magistrate concerned.

Incase the explanation received to the show cause notice is not satisfactory, the GIA will be terminated and the CCI will be barred from making a fresh application for GIA for next 5 years.

Incase the explanation received is found satisfactory, the Director, OSCPS will pass an order for removal of suspension and release of subsequent GIA.

13. Recovery of Grant-in-Aid :

Incase of audit it is found that the GIA has not been utilized for the purpose for which it was granted or it has been diverted for any other purpose or there has been any other violation of any of the terms and conditions of these guidelines, the CCI will be liable to refund the amount. Such amount will be recovered with an interest rate of 10% per annum.

14. Appeal :

An appeal against the order of the Director may be preferred in appeal memorandum addressed to the Chairperson, Odisha State Child Protection Society within one month from the date of receipt of the termination order of the Director, OSCPS :

Provided that all such memorandum must be filed with sufficient justification in support of such appeals with documentary evidence failing which the appeal memorandum shall be summarily rejected.

CHAPTER VI

Miscellaneous**15. Maintenance of Accounts :**

All the N.G.O.s who are maintaining Child Care Institutions with the support of Grant-in Aid received from W & CD Department are required to maintain their Accounts as prescribed :

- 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 Institutions only, and not in the name of the NGO promoting the CCI.
- All procurements should be done in a transparent manner so as to benefit the Institution.
- The Superintendent and Secretary (joint signatories) 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 analyzed to indicate the position of amount remained as cash in hand, cash at 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 by the CCI.
- 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 with the requisite supporting documents.

16. Registers/ Records to be maintained by the CCIs :

- (i) Admission and Discharge register of the children with photos
- (ii) Photo Identity Card of the students
- (iii) Cash Book
- (iv) General Ledger
- (v) Loan Ledger
- (vi) Advance Ledger
- (vii) Stock and Store Register
- (viii) Voucher Register
- (ix) Service Records of the staff
- (x) Attendance Register of staff & students
- (xi) Visitor's Book

- (xii) Remuneration payment/Acquaintance Register
- (xiii) Meeting Resolutions Register
- (xiv) Progress Card of students
- (xv) Health Card of students
- (xvi) All other records prescribed under JJ Act
- (xvii) Bank Pass Book
- (xviii) Donation Register
- (xix) Voucher Guard File
- (xx) Any other registers prescribed under the Operational Guidelines for maintain standards of care in CCIs like Individual Care Plan, Home Study Report etc.
- (xxi) The Institution shall maintain a Stock Register (as per ICPS and JJ Act) 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.
- (xxii) Other registers as required under ICPS /JJ Act.

17. Miscellaneous:

- (i) The W&CD Department shall be the Administrative Department for the purpose and shall be competent to issue clarifications on the provisions of these guidelines and issue instructions on the Administration of the Institutions or on the Management of any Institution in the State in receipt of assistance under this guideline.
- (ii) The Institutions in receipt of Grant-in-Aid prior to enforcement of these guidelines shall function under the purview of these guidelines.
- (iii) Children should be involved in the running of the Institution in a meaningful way and the operational guidelines issued by the W & CD Department should be followed scrupulously.
- (iv) Institutions should also try to source funds available under the schemes of the Government such as M.D.M., 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 & CD Department should then be clearly accounted for and used to supplement assets for the children, such as teaching materials like library books, computers, etc.
- (v) This resolution will take effect from the date of issue.

Government reserves the right to make changes in these guidelines from time to time.

By order of the Governor

SASWAT MISHRA

Commissioner-*cum*-Secretary to Government

FORM-1

Application for GIA for maintenance grant of children of new CCIs

1. Name of the CCI :
2. Address of the CCI :
3. Contact Person (Postal Address, Phone No. & Email ID) :
4. Bank Account Details (with account number, branch and IFSC Code) :
5. Promoted by/Parent Organisation :
6. Society/Trust/Section 25 Registration No. and Date :
7. Date of registration/ renewal under JJ Act :
8. Registration / Renewal under JJ Act valid up to :
9. Sanctioned Capacity :
10. Current Occupancy Status (Data base of children with photographs to be attached)

	Orphans				Single Parent				Both Parent			
	0-6	6-12	12-18	Total	0-6	6-12	12-18	Total	0-6	6-12	12-18	Total
Boys												
Girls												
Total												

11. Average number of children present per month during the year :
12. Type of accommodation (Own / Rented) :
13. Nature of care, protection and rehabilitation services offered :
14. Expenditure made for maintenance of children in the last 3 years :

Year	Total expenditure on maintenance of children

15. Expenditure on salaries of staff of CCI (last financial year) :
16. GIA now sought for taking care of additional children :
 - (a) Recurring assistance :
 - (b) Non-recurring assistance :
17. Any other information :

Signature of the President/ Secretary of the CCI

Checklist of list documents to be attached with Form I

- (i) A brief note describing the objectives and activities of the Organization
- (ii) A copy of the registration certificates under Society/ Trust /Companies Act and JJ Act
- (iii) A copy of the Management and Organizational structure of the organization
- (iv) Name and full particulars of the Board of Management/ Governing Body etc. of the Organization, the date of its constitution and the date of expiry of its tenure.
- (v.) List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- (vi) Occupancy List with details of name, photograph, date of production before CWC, status of parents etc.
- (vii) A detailed budget showing the estimated income and expenditure of the year to which the application pertains.
- (viii) Audited statement of the accounts (*viz.* the balance sheet showing income and expenditure statement and receipt of payment accounts) of the Organization/Institution for the previous three years certified by a Chartered Accountant or Government Auditor.
- (ix) A statement showing grants received, promised or requested from bodies like a Department of the Central or State Government, Local bodies, any other agencies.
- (x) Undertaking to follow the JJ Act, and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- (xi) Self-undertaking that the NGO has not been blacklisted by any of the Government Department.

FORM-II

Application for GIA for maintenance grant of children of existing CCIs

1. Name of the CCI :
2. Updated Address of the CCI :
3. Updated Contact Person (Postal Address, Phone No. & Email ID):
4. Updated Bank Account Details (with account number, branch and IFSC Code)
5. Promoted by/Parent Organisation :
6. Society/Trust/Section 25 Registration No. and Date :
7. Date of registration/ renewal under JJ Act :
8. Registration / renewal under JJ Act valid up to :
9. Sanctioned Capacity:
10. Current Occupancy Status (Database of children with photographs to be attached)

Sex	Orphans				Single Parent				Both Parent			
	0-6	6-12	12-18	Total	0-6	6-12	12-18	Total	0-6	6-12	12-18	Total
Boys												
Girls												
Total												

11. Average number of children present per month during the last year :
12. Type of accommodation (Own / Rented) :
13. Nature of care, protection and rehabilitation services offered :
14. No. of children deinstitutionalised in the previous year :
15. No. of children deinstitutionalised in the previous year :
16. GIA sought for :
 - a. Number of children
 - b. Recurring/Non-Recurring
 - c. Amount as per ICPS guidelines

Signature of the President/Secretary of the CCI

Checklist of Documents to be attached with Form II

- (i) Latest Annual Report
- (ii) Audited statement of accounts of the previous year
- (iii) Utilization certificate for the grant already received
- (iv) Asset statement (wherever applicable)
- (v) Progress Report of various activities of the CCI
- (vi) Two copies of a statement showing grant sanctioned and actual expenditure incurred on each item for which grant was sanctioned.
- (vii) Justification for continuation along with a brief note on initiatives made for promoting deinstitutionalization.
- (viii) Budget estimate for the year, with justification for each item of expenditure
- (ix) List of staff engaged in the institution, designation, qualification, method of recruitment and remuneration structure.
- (x) List of children (with date of admission and passing out) with photographs and status of production before the CWC.
- (xi) Track Child Updation Status
- (xii) Details of passouts, after care and number of children deinstitutionalised
- (xiii) Certificate of registration/ renewal granted under JJ Act
- (xiv) Undertaking to follow the JJ Act and the terms and conditions outlined in this guideline, food safety guideline, operational guidelines for CCIs for maintaining standards of care and other guidelines issued by this Department from time to time.
- (xv) Undertaking that the NGO has not been blacklisted by any of the Government Departments.
- (xvi) Statement indicating number of children deinstitutionalised
- (xvii) Statement indicating number of children deinstitutionalised

ANNEXURE-III

The Break up of Recurring and Non-Recurring Costs of Maintenance Grant for Child Care Institutions, Grant-in-Aid to be provided by W&CD Department (for 50 children).

Sl. No.	Component	Amount (in Rupees)	Remarks
A. Non-recurring Expenditure			
1	Structural Changes, up-gradation of accommodation facilities and maintenance.	7,50,000	(subject to actuals)
2	Up-gradation of facilities like purchase/ Maintenance of Television, Computers, Books and furniture, Kitchen equipments etc.	11,90,000	(subject to actuals)
Total :		<u>19,40,000</u>	(subject to actuals)

B. Recurring Expenditure

3	a. Food @ Rs. 1,400 per month per child	8,40,000	(subject to actuals)
	b. clothing medicine, soap, oil etc. @ Rs. 600 per month per child.	3,60,000	
4	Bedding including mattress, bedsheets, pillow, blanket, dari/mats, etc @ Rs. 800 per child/year.	40,000	(subject to actuals)
5	Rent for hiring building for running Child Care Institutions @ Rs. 35,000 per month.	4,20,000	(subject to actuals)
6	Water and electricity charges @ Rs. 10,000 per month.	1,20,000	(subject to actuals)
7	Salary of Staff	14,94,000	(subject to actuals)
8	Transportation	80,000	(subject to actuals)
9	Miscellaneous for outings, magazines/ books for library, sports equipments, etc. @ Rs. 5,000 per month.	60,000	(subject to actuals)
10	Contingencies (including internet connection, services of watch and/or data entry operators).	2,00,000	(subject to actuals)
	Total (B)	<u>36,14,000</u>	
	Total Expenditure (A+B)	<u>55,54,000</u>	

The NGO's shall expend their share under the unit of contingencies, water and electricity charges and miscellaneous respectively.

ANNEXURE IV

Weekly Menu for Children in Child Care Institutions 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.

- For children beyond Class VIII the weekly menu provides for lunch.
- 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 down which has a price variation. However, the menu is based on current prices and works out to Rs. 1400 per head per month.
- An average of 3000 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 every day.
- 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 $\frac{3}{4}$ 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 give. 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.

Days	Breakfast 6.30 A.M.						Lunch-9.15 A.M.						School lunch Break-Snacks					
	Menu	Ingredients	In Gram	Calories	Protein	Cost (Rs.)	Menu	Ingredients	Ingram	Calories	Protein	Cost (Rs.)	Menu	ingredients	In Gram	Colories	Protein	Cost (Rs.)
MONDAY	Idly Ghuguni	Rice	100	345.00	6.80	2.50	Rice & Dalma	Rice	150	517.50	10.20	375	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	345.00	6.60	2.60
		Biri Dal	50	173.50	12.00	3.50		Arhar Dal	25	83.75	5.57	1.75		**Banana	100	116.00	1.20	3.00
		Peas (dry)	25	78.37	4.92	1.25		Potato	50	48.50	0.80	1.00		Jaggery	20	76.60	0.08	0.80
		Potato	50	48.50	0.80	1.00		Vegetables	100	50.00	0.50	2.00						
		Oil	10	90.00		0.80		Oil	10	90.00		0.80						
		*Condiments				0.25		Condiments				0.25						
		Fuel				1.00		Fuel				1.00						
		TOTAL	235	735.37	24.52	10.30		TOTAL	335	789.75	17.07	10.55		TOTAL	220	539	7.9	6.40
TUESDAY	Suji Upama & Boiled Egg	Suji	100	348.00	10.40	3.00	Rice & Soya Chunk (Meal Maker) Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	346.00	6.60	2.60
		Potato	50	48.50	0.80	1.00		Soya Chunk	25	84.00	13.55	1.50		**Banana	100	116.00	1.20	3.00
		Oil	10	90.00		0.80		Potato	50	48.50	0.80	1.00		Jaggery	20	76.60	0.08	0.80
		***Egg	40	69.20	5.32	5.00		Oil	10	90.00		0.80						
		*Condiments				0.25		*Condiments				0.25						
		Fuel				1.00		Fuel				1.00						
		TOTAL	200	555.70	16.52	11.05		TOTAL	235	740.00	24.55	8.30		TOTAL	220	539	7.9	6.40
WEDNESDAY	Suji Halwa	Suji	100	348.00	10.40	3.00	Rice & Egg Potato Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	346.00	6.60	2.60
		Sugar	20	80.00		0.80		Potato	100	97.00	1.60	2.00		**Banana	100	116.00	1.20	3.00
		Oil	10	90.00		0.80		***Egg	40	69.20	5.32	5.00		Jaggery	20	76.60	0.08	0.80
		*Condiments				0.25		Oil	10	90.00		0.80						
		Fuel				1.00		*Condiments				0.25						
									Fuel					1.00				
		TOTAL	130	518.00	10.40	5.85		TOTAL	300	773.70	17.12	12.80		TOTAL	220	538.60	7.88	6.40
THURSDAY	Idly Ghuguni	Rice	100	345.00	6.80	2.50	Rice & Dalma	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	346.00	6.60	2.60
		Biri Dal	50	173.50	12.00	3.50		Arhar Dal	25	83.75	5.57	1.75		**Banana	100	116.00	1.20	3.00
		Peas (Dry)	25	78.37	4.92	1.25		Potato	50	48.50	0.80	1.00		Jaggery	20	76.60	0.08	0.08
		Potato	50	48.50	0.80	1.00		Vegetables	100	50.00	0.50	2.00						
		Oil	10	90.00		0.80		Oil	10	90.00		0.80						
		*Condiments				0.25		*Condiments				0.25						
		Fuel				1.00		Fuel				1.00						

		TOTAL	235	735.37	24.52	10.30		TOTAL	335	789.75	17.07	10.55		TOTAL	220	539	7.9	6.40
FRIDAY	Suji Upama & Boiled Egg	Suji	100	348.00	10.40	3.00	Rice & Soya Chunk (Meal Maker) Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	346.00	6.60	2.60
		Potato	50	48.50	0.80	1.00		Soya Chunk	25	84.00	13.55	1.50		**Banana	100	116.00	1.20	3.00
		Oil	10	90		0.80		Potato	50	48.50	0.80	1.00		Jaggery	20	76.60	0.08	0.80
		***Egg	40	69.20	5.32	5.00		Oil	10	90.00		0.80						
		*Condiments				0.25		*Condiments				0.25						
		Fuel				1.00		Fuel				1.00						
		TOTAL	200	555.70	16.52	11.05		TOTAL	235	740.00	24.55	8.30		TOTAL	220	539	7.9	6.40
SATURDAY	Suji Halwa	Suji	100	348.00	10.40	3.00	Rice & Egg Potato Curry	Rice	150	517.50	10.20	3.75	Chuda (Rice Flake), Banana and Jaggery	Chuda	100	346.00	6.60	2.60
		Sugar	20	80.00		0.80		Potato	100	97.00	1.60	2.00		**Banana	100	116.00	1.20	3.00
		Oil	10	90.00		0.80		***Egg	40	69.20	5.32	5.00		Jaggery	20	76.60	0.08	0.80
		*Condiments				0.25		Oil	10	90.00		0.80						
		Fuel				1.00		*Condiments				0.25						
									Fuel					1.00				
		TOTAL	130	518.00	10.40	5.85		TOTAL	300	773.70	17.12	12.80		TOTAL	220	538.60	7.88	6.40
SUNDAY	Puri with Chhole & Alu Curry	Wheat Flour	100	341.00	12.10	2.50	Rice & Chicky/ Fish/ Paneer Curry	Rice	150	517.50	10.20	3.75	Mudhi & Ground Nuts & ary seasonal fruit like mango/ Guava/ Papaya	Mudhi	50	325.00	7.50	2.50
		Bengle Gram	25	90.00	4.27	1.50		Chicken	150	163.50	38.85	24.00		Gound Nuts	25	142.50	6.55	2.00
		Potato	50	48.50	0.80	1.00		Potato	100	97.00	1.60	2.00		Mango	100	74.00	0.60	3.00
		Oil	20	180.00		1.60		Oil	10	90.00		0.80						
		*Condiments				0.25		*Condiments				0.25						
		Fuel				1.00		Fuel				1.00						
		TOTAL	195	659.50	17.17	7.85		TOTAL	410	868.00	50.65	32.05		TOTAL	175	541.50	14.65	7.50
	G. Total			4277.64	120.05	62.25				5474.90	168.13	95.35			3773.10	61.93	45.90	

IN THE CHILD CARE INSTITUTION

Evening-5.00 P.M.						Dinner-8.00 P.M.						Total		
Menu	Ingredients	In Gram	Calories	Protein	Cost (Rs.)	Menu	Ingredients	In Gram	Calories	Protein	Cost (Rs)	Calories	Protien	Cost (Rs.)
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Khechudi with Vegetable, Pickle	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00	0.00	0.40		Mung Dal	25	87.00	6.12	2.00			
	Puffed rice	25	81.25	1.90	1.00		Vegetable (other)	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							Pickle				1.00			
							*Condiments				0.50			
							Fuel				1.00			
							Green Leafy Vegetable (seasonal)	100	45.00	4.00	2.00			
					Tomato	50	10.00	0.45	1.00					
	TOTAL	235	255	8.3	7.40		TOTAL	235	572.00	13.42	9.80	2352.37	63.31	38.05
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Mixed Vegetable, Curry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
							Fuel				1.00			
							Green Leaf Vegetable (Sesonal)	100	45.00	4.00	2.00			
							Tomato	50	10.00	0.45	1.00			
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2174.70	66.69	38.30
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Vegetable, Fry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
							Fuel				1.00			
							Green Leaf Vegetable (Sesonal)	100	45.00	4.00	2.00			
							Tomato	50	10.00	0.45	1.00			
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2170.70	53.14	37.60
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Khechudi with Vegetable, Pickle & Milk	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Mung Dal	25	87.00	6.12	2.00			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							Pickle				1.00			
							*Condiments				0.50			
							Fuel				1.00			

							Green Leafy Vegetable (seasonal)	100	45.00	4.00	2.00			
							Tomato	50	10.00	0.45	1.00			
	TOTAL	235	255	8.3	7.40		TOTAL	235	572.00	13.42	9.80	2352.37	63.31	38.05
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Mixed Vegetable Curry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
						Fuel				1.00				
						Green Leaf Vegetable (Sesonal)	100	45.00	4.00	2.00				
						Tomato	50	10.00	0.45	1.00				
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2174.70	66.69	38.30
Milk & puffed Rice	Milk	200	134.00	6.40	6.00	Rice, Dal & Vegetable, Fry	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
	Puffed rice	25	81.25	1.90	1.00		Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
							*Condiments				0.50			
						Fuel				1.00				
						Green Leaf Vegetable (Sesonal)	100	45.00	4.00	2.00				
						Tomato	50	10.00	0.45	1.00				
	TOTAL	235	255	8.3	7.40		TOTAL	385	623.75	17.32	11.55	2170.70	53.14	37.60
Milk	Milk	200	134.00	6.40	6.00	Rice & Dalma	Rice	100	345.00	6.80	2.50			
	Sugar	10	40.00		0.40		Arhar Dal	25	83.75	5.57	1.75			
							Potato							
							Vegetables	100	50.00	0.50	2.00			
							Oil	10	90.00		0.80			
					*Condiments				1.00					
						Fuel				1.00				
						Green Leaf Vegetable (Sesonal)	100	45.00	4.00	2.00				
						Tomato	50	10.00	0.45	1.00				
	TOTAL	210	174.00	6.40	6.40		TOTAL	285	617	13.7	9.55	2318.75	87.89	55.85
			1705.50	56.20	50.80				4256	109.8	75.35	15714.29	454.17	283.75

Recruitment Procedure for the various positions (Contractual) in Child Care Institutions (CCIs)

The terms of reference for all the positions has been prescribed as per the Odisha JJ Rules 2007

Sl. No. (1)	Name of the post (2)	Qualification (3)	Age as on date of application (4)	TOR (5)	Remuneration (6)
1	Superintendent	Master's Degree in Social Work, Socialogy, Anthrology, Psychology or any other related field of Humanities or MBA (HR) or any other Master's Degree, and familiarity with computers	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. Providing homely atmosphere of love, affection, care development and welfare of Juveniles/children. 2. Planning implementation and co-ordinating all institutional activities, programmes and operations. 3. Maintaining minimum standards in the Home 4. Monitoring of juveniles/children as the case may be training and treatment programmes and correctional activities. 5. Supervision over juveniles/children discipline and moral wellbeing. 6. Allocation of duties to personnel 7. Attending to personnel welfare and staff discipline. 8. Preparation of Budget and control over financial matters. 9. Supervision over office administration 10. Monthly office inspection 11. Daily inspection and round of institution 12. Inspecting and tasting food prepared for juvenile/child. 13. Take prompt action to meant emergencies 14. To take appropriate rehabilitation measures 15. To take steps for improvement of Children in the academic, cultural Sports field. 	Rs. 25,000 month

(1)	(2)	(3)	(4)	(5)	(6)
2	Counselor	Post Graduates, preferably in Sociology/ Psychology (Child Psychology)/ Social Work or Social Science with computer skills	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. The counselor shall provide counseling service to children in conflict with law/ children in need of care and protection as well as their parents and families. 2. Counselor shall also help the CWC/JJB as and when required. 3. He/She will help the superintendent in preparing CSR. 4. He/She will produce the child before the CWC. 5. He/She will prepare plan of action for social intergration. 	Rs. 17,500 per month
3	Probation Officer/Case worker/Child Welfare Officer	Master's Degree in Social Work, Sociology, Anthropology, Psychology or any other related filed of Humanities, or MBA(HR) or any other Master's Degree and familiarity with computer	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. To make inquiries regarding the home and school conditions, conduct, character and health of juvenile/child under their supervision. 2. To attend regularly the proceeding of JJB and submit reports. 3. To maintain diary case file and such register as may be prescribed from time to time. 4. To visit regularly the residence of juvenile or child under their supervision and also places of employment or school attended by such juveniles and to submit regularly fortnightly reports as prescribed in Form IX. 5. To accompany juveniles or children wherever possible from the office of the board to observation home, special home, children's home or fit person as the case may be. 	Rs. 13,000 per month

(1) (2) (3) (4) (5) (6)

6. To bring before the board committee, immediately juveniles/children who have not been of good behaviour during the period of supervision.
7. Follow up juveniles or children after their release from the organizations and extending help and guidance to them.
8. Establishing linkage with voluntary workers and organizations to facilitate rehabilitation and social reintegration of juveniles/ children and ensure the necessary follow up.
9. Ensuring that the children in need of food and cloth are met as per standard.
10. Ensure the cleanliness of the premises and maintenance of physical infrastructure including provisions of water and electricity etc.
11. Making social investigation of the juvenile/ child through personal interview and from the family, social agencies and other sources.
12. Clarifying problems of the juveniles/child and dealing with difficulties in institutional life.
13. Participating in the orientation, monitoring education, vocational and rehabilitation programmes.
14. Establishing co-operation and understanding between the juvenile/child and the Officer in-charge.
15. Assisting the juvenile/child to develop contacts with family and also providing assistance to family members.
16. Participating in the pre-releasing programme and helping the juvenile/ child to establish contacts which can provide emotional and social support to juvenile or child after their release.

(1)	(2)	(3)	(4)	(5)	(6)	
4	House Mother/Father	Graduate in any discipline, Each CCI shall have at least one science Graduate and an Arts Graduate for Arts. Graduate preference will be for Home Science, Psychology, Sociology graduates.	Lower age limit-21 Upper age limit-35.	<ol style="list-style-type: none"> 1. Handling juvenile or child with love and affection. 2. Taking proper care and welfare of juvenile or child. 3. Maintaining discipline among the juveniles or children. 4. Maintenance, sanitation and hygiene 5. Implementing daily routine in an effective manner and ensuring children's involvement. 6. Looking after the security and safety arrangements of the home. 7. Escorting juvenile/children whenever they go out of the home. 8. Salary answerable for academic performance of the child. 	Rs. 11,000 per month	
5.	Paramedical Staff	Comounder/Phamacist/having Diploma in Ayurvedic Homeopathic/Unani from the institution recognized by Govt. of India.	Lower age limit-21 Upper age limit-35	Provide first aid other medical aid like administration of medication as per doctors' orders etc.	Rs. 9,000 per month	₹
6.	Store Keeper- <i>cum</i> - Accountant	P.G. preferably in Commerce/MBA (Finance).	Lower age limit 21 upper age limit 35	<ol style="list-style-type: none"> 1. Accountant-<i>cum</i>-Store Keeper should have at least 5 years of working experience related to accounts and book keeping. 2. Accountant-<i>cum</i> -Store keeper must have some technical knoweldged to handle different types of materials, machineries etc. 3. Accountant-<i>cum</i>-Store keepers should be well versed in the field of store accounting to prepare the store records, such as Bin Card, store ledger etc. 	Rs. 14,000 per month	

(1)	(2)	(3)	(4)	(5)	(6)	
				<ol style="list-style-type: none"> 4. Accountant-cum-Store keeper should possess personal qualities like honesty, integrity, pleasing personality etc. 5. Maintain the accounts of the institution 6. Prepare proposals for GIA from the Department and other agencies. 7. Prepare and send Utilization Certificates to donors. 8. Procure and maintain stock of various items required in the institution. 9. Institutions maintenance and upkeep 		
7.	Cook	Under Matric	Lower age limit-21 Upper age limit-35	<ol style="list-style-type: none"> 1. Ensure timely and hygienic meals for the children (4 times a day) as per the planned menu. 2. Ensure quality of food by purchasing good quality locally available items. 3. Provide special meals on holidays, festivals, and for sick children. 	Rs. 7,500 per month	₹
8.	Helper	Under Matric	Lower age limit-21 Upper age limit-35	<ol style="list-style-type: none"> 1. Provide support to the cook in maintaining timeliness and quality of meals being cooked for children. 2. Clean the cooking utensils and the kitchen post every round of cooking. 	Rs. 6,000 per month	
9	House Keeper	Under Matric	Lower age limit-21 Upper age limit-35	<ol style="list-style-type: none"> 1. Maintain cleanliness in the premises 2. Ensure washing and cleaning of utensils, clothes, bed sheets etc. 3. Sweeping and cleaning of bathrooms and boundary areas. 	Rs. 6,000 per month	

FORMAT FOR PHYSICAL VERIFICATION DURING VISIT TO INSTITUTIONS

A. Institutional details/General Information :		
1.	Name and address of institution :	
2.	Type of Institution (<i>Please tick one</i>) (<i>Whether for girls/boys</i>)	Observation Home, Special Home, Children's Home, Shelter Home/After Care Home/SAA Any other (please specify) :
3.	Managed by (Please give name of Department/NGO)	
4.	Supported by (<i>Please tick one</i>)	State Government
		Foreign Funding Agency
		Any other(s)/source(s)/ (Please specify)
5.	Number of Children	Boys
		Girls
6.	Are there Children lodged in home having families	Yes/No
7.	If there are facilities and support for special category of children staying in the <i>home</i> (<i>please provide details</i>)	
8.	Is the Institution is registered under Society Registration Act 1860 ?	

B. Infrastructure :	
1.	Sufficient accommodation facility availability (Please Tick) If additional facility required, please specify.
	Dormitories/Classrooms/Kitchen/Dining Hall/ Recreation room/Library/Workshops/ Bathrooms (1:10 children)/Latrine(1:7 children)/Play Ground
2.	Do the dormitories, Classrooms and workshops have sufficient ventilation and light ?
	Yes/No Comments :

C. Minimum Standard of Care:			
1.	Daily routine of the children is displayed and followed	Yes/No	REMARKS
2.	Whether a Food Menu is displayed as per the prescribed norms of the Government and children are getting as per the standard ?	Yes/No	
3.	Children are provided special food on festivals ?	Yes/No	
4.	Children are provided the following (please tick) ✓	Clothes-Summer/Winter, Under Garments, Towel, Bed sheets, Durry, Blanket, Pillow, shoes/chappals, Tooth powder/paste, soap, oil Utensils (glass/plate) Please provide details of items not provided by the institution :	

D. Sanitation and Hygiene		
Whether Sanitation and Hygiene is maintained in the home through following facilities ?		Remarks
a. Sufficient treated and filtered drinking water.	Yes/No	
b. Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises.	Yes/No	
c. Proper drainage system	Yes/No	
d. Arrangements for disposal of garbage	Yes/No	
e. Protection from mosquitoes	Yes/No	
f. Sufficient number of latrines/toilets (at least one latrine for seven children).	Yes/No	
g. Sufficient number of bathrooms (at least one bathroom for ten children)	Yes/No	
h. Sufficient space for washing	Yes/No	
i. Clean and fly-proof kitchen.	Yes/No	

E. Education and Vocational training facility		
1. Every child is sent to school for education	Status	Remarks
a. Facilities available for children of 0-3 years	Yes/No	
b. Facilities available for children of 3-5 years	Yes/No	
c. Education facilities for 6-14 years	Yes/No	
d. Education facilities for 14-18 years	Yes/No	
2. Whether the children are taught at CCI and sent to regular school outside CCI ?	Yes/No	
3. Does the home have vocational training facilities for children ?	Yes/No	
If yes, then provide the details of the vocational training offered to children		
If no, then please specify the reasons for not offering vocation training to children ?		
a. Lack of space	Yes/No	
b. Lack of equipment	Yes/No	
c. Lack of manpower	Yes/No	
d. Lack of funds	Yes/No	
e. Any other, specify		

F. Recreation facility	
1. What are the recreation facilities available for children in the institution ?	
Activity	Yes/No
a. Sports	
b. Yoga	
c. Music	
d. Library	
e. Television	
f. Radio	
g. Any other	
h. Computer	

G. Management of Institution :—		
1. Please specify if there is any vacancy of staff		Details of vacancy
2. Registers maintained and updated by the institution	Please Tick (√)	REMARKS
a. Admission register		
b. Daily attendance register (Children/staffs)		
c. Children Case file		
d. Individual Care Plan Register		
e. Stock and Issue of item register		
f. Movement register		
g. House Study Report Register		
h. Cash book and ledger		
i. Children committee-minutes register		
j. Management committee-minute register		
k. Visiting register		
l. Medical register		

H. Medical Services and facilities :—		
1. Does the home have a Medical Care Unit where the children are case of illness ? Yes/No		
Quarterly medical check-up is done and records maintained by the institution	Yes No	Remarks
Arrangements made for immunization of children	Yes No	

I. Miscellaneous Procedural

1. (i) Whether the CCI has a Management Committee and a Children Committee ? If so, to what extent they are involved in the Decisionmaking affecting them ?

(ii) How often they meet (please enclose a copy of the list of each such Committee and also a copy of the minutes of the meetings of such Committee held during last year).

(iii) Individual care plan is prepared and reviewed time to time Yes/No

(iv) Please verify whether any police case is there against any member of the Child Care Institution.

J. Overall Observation of the physical verification team on the home (Please use additional sheet, If required)

(Signature, Name, Designation and Seal of the Team)