



THE REPORT OF THE COMMITTEE

For

Analysing Data of Mapping and Review Exercise of Child Care Institutions under the Juvenile Justice (Care and protection of Children) Act, 2015 and Other Homes

Volume-II: Appendices



September 2018

Ministry of Women and Child Development
Government of India





Government of India
Ministry of Women and Child Development

The Volume-II (Appendices) of the Report of the Committee for Analysing Data of Mapping and Review Exercise of Child Care Institutions under the Juvenile Justice (Care and protection of Children) Act, 2015 and Other Homes, constituted by the Ministry of Women and Child Development on 2nd May, 2017 Vide Communication No. CW-II11/13/2015-CW-II is submitted herewith containing pages 1-134 on this day of 06.09.2018. The information in this volume pertains to the processes that were taken up by the CIF (CHILDLINE India Foundation) during the National Mapping Exercise.

(Anjaiah Pandiri)
Executive Director, CIF
Member

(Dolly Arora)
Professor, IIPA
Member

(Sanghamitra Barik)
Deputy Director, NIPCCD
Member Secretary

(Ratna Anjan Jena)
Statistical Adviser, MWCD
Chairperson

Government of India
Ministry of Women and Child Development

THE REPORT OF THE COMMITTEE

(Appendices: Volume II)

For

**Analysing Data of Mapping and Review Exercise of Child Care
Institutions under the Juvenile Justice (Care and protection of Children)
Act, 2015 and Other Homes**

Constituted by the Ministry of Women and Child Development, on
2nd May, 2017 Vide Communication No. CW-II/13/2015-CW-II



(Anjaiah Pandiri)
Executive Director, CIF
Member



(Dolly Arora)
Professor, IIPA
Member



(Sanghamitra Barik)
Deputy Director, NIPCCD
Member Secretary



(Ratna Anjan Jena)
Statistical Adviser, MWCD
Chairperson

The Report of the Committee

For

Analysing Data of Mapping and Review Exercise of Child Care Institutions under the Juvenile Justice (Care and protection of Children) Act, 2015 and Other Homes

Volume-II: Appendices

Contents

National Mapping Exercise of Child Care Institutions during 2016-2017

Appendix	I	List of State Coordinating Agencies (SCA)	1-20
Appendix	II	List of Districts without Homes	21-23
Appendix	III	Questionnaire	24-47
Appendix	IV	Facilitators Guidelines	48-115
Appendix	V	Team Compositions and Roles	116-118
Appendix	VI	All States – Period of Review	119
Appendix	VII	Homes that did not exist or were found closed during the Review & Mapping Exercise	120-124
Appendix	VIII	Details of SCA & Findings	125-134

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
East					
1.	West Bengal	19	Vidyasagar School of Social Work DD -18/4/1, Salt Lake City, Kolkata, PIN- 700064, West Bengal	19	1. Kolkata 2. North 24 Parganas, 3. Purba Medinipur, 4. Paschim Medinipur, 5. Bankura, 6. Murshidabad, 7. Malda, 8. Dakshin Dinajpur, 9. Puruliya, 10. Burdwan, 11. Hooghly 12. Utter Dinajpur, 13. Jalpaiguri, 14. Howrah, 15. South 24 Parganas, 16. Darjeeling, 17. Nadia, 18. Birbhum, 19. Cooch
2.	Odisha	30	Alternative for Rural Movement (ARM) P.O. Baliapal, Dist. Balasore, PIN -756026	9	1. Balasore, 2. Mayurbhanj, 3. Khordha, 4. Puri 5. Ganjam 6. Gajapati 7. Cuttack 8. Bhadrak 9. Keonjhar
3.			Rural Organisation for Peoples Empowerment (ROPE) P.O.Kuchinda, Dist. Sambalpur, PIN 768222 Odisha	8	1. Sambalpur, 2. Rourkela 3. Bolangir 4. Rayagada 5. Kandhmal 6. Malkangiri 7. Koraput 8. Nabaranagar

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
4.			Indian Society For Rural Development (ISRDR)	13	<ol style="list-style-type: none"> 1. Deogarh 2. Angul 3. Dhenkanal 4. Kendrapada 5. Jajpur 6. Nayagarh 7. Boudh 8. Subarnapur 9. Bargarh 10. Jharsuguda 11. Jagatsingpur 12. Nuapada 13. Kalahandi
5.	Bihar	38	Balsakha	16	<ol style="list-style-type: none"> 1. Buxar 2. Purnia 3. Jamoi 4. Kaimur 5. Rohtas 6. Jehanabad 7. Banka 8. Gaya 9. Begusarai 10. Bhagalpur 11. Katihar 12. Aurangabad 13. Aruwal 14. Navada 15. Bhojpur 16. Patna
6.			ADITHI	10	<ol style="list-style-type: none"> 1. Paschimi Champaran 2. Darbhanga 3. Muzaffarpur 4. Araria 5. Supaul 6. Purvi Champaran 7. Sitamarhi 8. Kishanganj 9. Sheoghar 10. Gopal Ganj

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
7.			Swargiya Kanhai Shukla Samajik Sewa Santhan	12	1. Samastipur 2. Saran 3. Vaishali 4. Madhubani 5. Nalanda 6. Sakepura 7. Lakishsarai 8. Munger 9. Khagaria 10. Saharsa 11. Siwan 12. Madhepura
8.	Jharkhand	24	Gram Prau- dyogik Vikas Sansthan (Nirsa and Tundi)	8	1. West Singbhum 2. East Singbhum 3. Dumka 4. Pakur 5. Dhanbad 6. Godda 7. Sahibganj 8. Saraikela
9.			Network for Enterprise Enhancement and Develop- ment Support (NEEDS)	8	1. Deoghar 2. Giridih, 3. Koderma, 4. Bokaro 5. Jamtara 6. Gadwa 7. Palamu 8. Chatra
10.			Srijan Founda- tion (Hazarib- agh)	8	1. Ranchi 2. Hazaribagh 3. Gumla 4. Lohardaga 5. Ramgarh 6. Khunti 7. Simdega 8. Latehar

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
11.	Chhattisgarh	27	Shikhar Yuva Manch (SYM)	10	1. Raipur 2. Durg 3. Rajnandgaon 4. Kawardha 5. Balod 6. Balodabazar 7. Dhamteri 8. Gariaband 9. Bemetra 10. Mungeli
12.			Lok Shakti Samiti	10	1. Jashpur 2. Surajpur 3. Sarguja 4. Korba 5. Balrampur 6. Bilaspur 7. Korea 8. Mahasumund 9. Jhangirchampa 10. Raigarh
13.			Bastar Samajik Jan Vikas Samiti	7	1. Dantewara 2. Bastar (Jagdapur) 3. Narayanpur 4. Bijapur 5. Sukma 6. Kondagaon 7. Kanker
14.			Assam	27	North East Society for the promotion of Youth and Masses (NESP YM)

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
15.			Gram Vikas Parishad	9	1. Tinsukia, 2. Dibrugarh, 3. DimaHasao, 4. Golaghat, 5. Marigaon, 6. Sonitpur, 7. Lakhimpur, 8. Dhemaji, 9. Karbi Anglong
16.			NEDAN	11	1. Barpeta 2. Chirang 3. Bongaigaon 4. Dhubri 5. Goalpara 6. Baksa 7. Udalguri 8. Darrang 9. cachar (Silchar) 10. Karimganj 11. Hailakandi
17.	Sikkim	4	Drishti	3	1. East Sikkim, 2. North Sikkim, 3. West Sikkim
18.			Vidyasagar School of Social Work	1	1. South Sikkim
19.	Manipur	9	Dept. of Anthropology, Manipur University	9	1. Bishnupur 2. Imphal west 3. Churachandpur 4. Chandel 5. Senapati 6. Tamenglong 7. Thoubal 8. Ukhrul 9. Imphal East District

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
20.	Mizoram	8	Centre for Peace and Development (CPD)	8	1. Aizawal 2. Champhai, 3. Kolasib, 4. Lawngtlai, 5. Lunglei, 6. Mamit, 7. Saiha, 8. Serchhip
21.	Nagaland	11	Nagaland Voluntary Health Association	6	1. Dimapur 2. Mokokchung 3. Mon, 4. Wokha, 5. Tuensang 6. Longleng
22.			Prodigals Home	5	1. Kohima 2. Phek 3. Kiphire 4. Zunheboto, 5. Peren
23.	Arunachal Pradesh	19	TISS Guwahati	18	1. Anjaw, 2. Changlang, 3. Dibang Valley, 4. East Kameng, 5. East Siang, 6. Kra Daadi, 7. Kurung Kumey, 8. Lohit, 9. Longding, 10. Lower Dibang Valley, 11. Lower Subansiri, 12. Namsai 13. Tawang 14. Tirap 15. Upper Siang 16. Upper Subansiri 17. West Kameng 18. West Siang

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
24.	Meghalaya	11	Bosco Integrated Development Society (BIDS)	9	1. West Garo Hills (Tura) 2. West Khasi Hills (Nongstoin) 3. west Jaintia Hills (Jowai) 4. East Jaintia Hills (Khliehriat) 5. East Garo Hills (Williamnagar) 6. North Garo Hills(Resubelpara) 7. South Garo Hills(Baghmara) 8. South West Garo Hills(Ampati) 9. South West Khasi Hills(Mawkyrwat)
25.			Jantai Hills Development Society	2	1. Ri Bhoi (Nongpoh) 2. East Khasi (Shillong)
26.	Tripura	8	Prabha Dhalai	4	1. West Tripura District (Agartala), 2. Gomoti District (Udaipur), 3. North Tripura District (Dharmanagar), 4. Unokoti (Kailashahar)
27.			TAMS	4	1. Dhalai, 2. South Tripura, 3. Khowai, 4. Sepahijala
28.	Andaman & Nicobar	3	Dweep Prayas (Prayas Juvenile Aid Centre Society)	3	1. North & Middle Andaman district 2. Nicobar 3. South Andaman

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
West					
1.	Maharashtra	36	Youth for Unity and Voluntary Action (YUVA)	7	<ol style="list-style-type: none"> 1. Mumbai 2. Mumbai Suburban 3. Palgarh 4. Raigad 5. Nasik 6. Pune 7. Thane
2.			Matru Seva Sangh Institute of Social Work (MSSISW)	12	<ol style="list-style-type: none"> 1. Nagpur 2. Wardha 3. Yavatmal 1. 4.Amravati 4. Hingoli 5. Washim 6. Bhandara 7. Buldana 8. Akola 9. Gadchiroli 2. 11.Gondia 12. Chandarpur
3.			Tata Institute of Social Sciences (TISS)	17	<ol style="list-style-type: none"> 1. Kolhapur 2. Solapur 3. Osmanabad 4. Latur 5. Beed 6. Parbhani 7. Jalana 8. Sangli 13. 9.Ahmednagar 9. Aurangabad 10. nanded 11. Jalgaon 12. Dhule 13. Sindhudurg 14. Ratnagiri 15. Nandurbar 16. Satara

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
4.	Gujarat	33	Gujarat Vidyapith, M.D, Smaj Sewa Sanstha	15	<ol style="list-style-type: none"> 1. Ahmednagar 2. Amreli 3. Anand 4. Bhavnagar 5. Jamnagar 6. Junagadh 7. Kachha 8. Kheda 9. Morbi 10. Rajkot 11. Surendranagar 12. Junagadh 13. Botad 14. Dwarka 15. Gir Somnath
5.			Developing Initiative for Social and Human Action (DISHA)	18	<ol style="list-style-type: none"> 1. Vadodra 2. Chota Udepur 3. Dahod 4. Gandhinagar 5. Sabarkantha 6. 6.Tapi 7. Naramada 8. Surat 9. Mehsana 10. Panchmahar 11. Banaskantha 12. 12.Baruch 13. Navsari 14. Patan 15. Aravali 16. Dang 17. Valsad 18. Mahisagar

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
6.	Madhya Pradesh	51	Indore School of Social Work (ISSW)452001	12	<ol style="list-style-type: none"> 1. Dhar 2. Khargone 3. Indore 4. Sehore 5. Sagar 6. Burhanpur 7. Damoh 8. khandwa 9. Badwani 10. Chindwara 11. Sidhi 12. Alirajpur
7.			Madhya Pradesh Institute of Social Sciences & Research (MPISSR)	14	<ol style="list-style-type: none"> 1. Ujjain 2. Ratlam 3. Mansour 4. Neemuch 5. Jhabua 6. Shajapur 7. Dewas 8. Agar malwa 9. Jabalpur 10. Mandala 11. Dhindori 12. Narsingpur 13. Shahdol 14. katni
8.			Rachana	14	<ol style="list-style-type: none"> 1. Gwalior 2. Bhind 3. Ashoknagar 4. Panna 5. Murena 6. Tikamgarh 7. Chhatarpur 8. Satna 9. Singroli 10. Sheopur 11. Datiya 12. Guna 13. Rewa 14. Shivpuri

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
9.			Bhopal School of Social Sciences	11	1. Bhopal 2. Hoshanhabad 3. Vidisha 4. Umeria 5. Raisen 6. Seoni 7. Betul 8. Balaghat 9. Annupur 10. Rajgarh 11. Harda
10.	Goa	2	Attached to Maharashtra	2	1. North Goa 2. South Goa
11.	Dadra & Nagar Haveli	Attached to Gujarat			
12.	Daman & Diu				
North					
1.	Uttar Pradesh	75	Ehsaas	17	1. Kannauj 2. Etawa 3. Baharaich 4. Kanpur 5. Kanpur Dehat 6. Azamgarh 7. Amethi 8. Unnao 9. Varanasi 10. Raibareilly 11. Jhansi 12. Jalaun 13. Auraiya 14. Hardoi 15. Saharanpur 16. Agra 17. Mathura

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
2.			Developmental Association for Human Advancement (DEHAT)	18	<ol style="list-style-type: none"> 1. Bareilly 2. Pilibhit 3. Lakhimpur 4. Siddharth Nagar 5. Maharajganj 6. Kushinagar 7. Gorakhpur 8. Basti 9. Santkabir Nagar 10. Deoria 11. Gonda 12. Shrawasti 13. Balrampur 14. Sitapur 15. Shahjahanpur 16. Faizabad 17. Barabanki 18. Lucknow
3.			Jan Mitra Nyas	20	<ol style="list-style-type: none"> 1. Mirzapur 2. Allahbad 3. Kaushambi 4. Chitrakoot 5. Banda 6. Pratapgargh 7. Jyotibapholenagar (Amroha) 8. Gazipur 9. Sultanpur 10. Sonebhadra 11. Mahoba 12. Hamirpur 13. Fatepur 14. Lalitpur 15. Balia 16. Ambedkarnagar 17. Sant Ravidas Nagar 18. Chandouli 19. Jaunpur 20. Mau

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
			Social and Development Research and Action Group	18	<ol style="list-style-type: none"> 1. Aligarh 2. Budaun 3. Kanshiramnagar (Kasganj) 4. Firozabad 5. Etah 6. Meerut 7. Bulandshahr 8. Minpur 9. Moradabad 10. Sambal 11. Muzafarnagar 12. Hapur 13. Farukhabad 14. Shamli 15. Rampur 16. Bijnor 17. Hathras 18. Bagpat
			Shakti Vahini (Attached to Haryana)	2	<ol style="list-style-type: none"> 1. Gaziabad 2. Noida
	Rajasthan	33	Institute of Development Studies (IDS)	17	<ol style="list-style-type: none"> 1. Jaipur 2. Sikar 3. Sawai Madhopur 4. Kota 5. Ajmer 6. Shri Ganganagar 7. Churu 8. Jhalawar 9. Bharatpur 10. Alwar 11. Tonk 12. Dausa 13. Karauli 14. Dhaulpur 15. Bundi 16. Baran 17. Jhunjhunu

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
			Udaipur School of Social Work (USSW)	16	<ol style="list-style-type: none"> 1. Bikaner 2. Jaisalmer 3. Jodhpur 4. Bhilwara 5. Dungarpur 6. Banswara 7. Pali 8. Barmer 9. Chittaurgarh 10. Sirohi 11. Pratapgarh 12. Nagaur 13. Jalore 14. Rajsamand 15. Hanumangarh 16. Udaipur
	Punjab	22	Navjeevan Charitable Society for Integral Development	12	<ol style="list-style-type: none"> 1. Pathankot 2. Gurdaspur 3. Taran Taran 4. Ferozepur 5. Fazilka 6. Muktsar 7. Faridkot 8. Moga 9. Jalandhar 10. Kapurthala 11. Hoshiarpur 12. Patiala
			Navjeevanani School of Special Education	10	<ol style="list-style-type: none"> 1. Rupnagar (Ropar) 2. S A S Nagar 3. Ludhiana 4. Barnala 5. Bhatinda 6. Mansa 7. Sangarur 8. Fatehgarh Sahib 9. SAS Nagar (Mohali) 10. Amritsar

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
	Haryana	21	Shakti Vahini	9	<ol style="list-style-type: none"> 4. Faridabad 5. Palwal 6. Mewat 7. Rewari 8. Mahendragarh 9. Kaithal 10. Fatehabad 11. Jhajjar 12. Rohtak
			Bhartiya Gyan Vigyan Samiti	12	<ol style="list-style-type: none"> 1. Panchkula 2. Yamuna Nagar 3. Ambala 4. Kurukshetra 5. Gurgaon 6. 6.Hisar 7. Sirsa 8. Bhiwani 9. Jind 10. Panipat 11. Sonapat 12. Karnal
	Delhi	11	Butterflies	9	<ol style="list-style-type: none"> 1. Central Delhi 2. East Delhi 3. New Delhi 4. North Delhi 5. North East Delhi 6. North West Delhi 7. Shahdara 8. South West Delhi 9. West Delhi
			Shakti Vahini (Attached to Haryana)	2	<ol style="list-style-type: none"> 1. South Delhi 2. South East Delhi

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
	Jammu & Kashmir	22	University of Jammu	12	<ol style="list-style-type: none"> 1. Anantnaag 2. Pulwama 3. Ganderbal 4. Bandipura 5. Kupwara 6. Srinagar 7. Badgam Srinagar 8. Kulgaam 9. Shophian 10. Baramula 11. Leh 12. Kargil
			Help Foundation - Srinagar	10	<ol style="list-style-type: none"> 1. Udhampur 2. Poonch 3. Reyasi 4. Doda 5. Samba 6. Kathua 7. Rajouri 8. Jammu 9. Ramban 10. Kistwad
	Himachal Pradesh	12	Himachal Pradesh Voluntary Health Association (HPVHA)	10	<ol style="list-style-type: none"> 1. Bilaspur 2. Chamba 3. Hamirpur 4. Kangra 5. Kinnaur 6. Kullu 7. Lahaul and Spiti 8. Mandi 9. Sirmaur 10. Una
			People's Actions for People in Need (PAPN)	2	<ol style="list-style-type: none"> 1. Solan 2. Shimla

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
	Uttarakhand	13	Mountain Children's Foundation (MCF)	12	1. Haridwar 2. Rudraprayag 3. Tehri garhwal 4. Pauri garhwal 5. Uttarkashi 5. Chamoli 6. Nainital 7. Pithoragarh 8. Almora 2. 10 . Udham Singh Nagar 11. Champabat 12. Bageshwar
			Ehsaas (Attached to Uttar Pradesh)	1	1. Dehradun
	Chandigarh	1	Navjeevanani School of Special Education	1	1. Chandigarh
South					
1.	Tamil Nadu	32	Indian Council For Child Welfare (ICCW)	12	1. Madhurai 1. Theni, 2. Coimbatore, 3. Erode, 4. Dharmapuri, 5. Krishnagiri, 6. Namakkal, 7. Virudhnagar, 8. The Nilgiris, 9. Nagapattinam, 10. Vilupuram, 11. Salem

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
2.			Bishop Heber College Dep. Of Social Work	15	1. Sivgangai, 2. Cuddalore, 3. Perambalur, 4. Ariyalur, 5. Kanyakumari, 6. Karur, 7. Thanjavur, 8. Tiruppur, 9. Tiruchirapalli, 10. Tiruvarur, 11. Dindigul, 12. Pudukottai, 13. Ramanathapuram, 14. Thirunelveli, 15. Thoothkuddi.
3.			Hand in Hand India	5	1. Thiruvannamalai, 2. Vellore, 3. Kanchipuram, 4. Thiruvallur, 5. Chennai
4.	Karnataka	30	Child Rights Trust	10	1. Bangalore Urban, 2. Bangalore Rural, 3. Ramanagara, 4. Kollar, 5. Chikkaballapura, 6. Tumkur, 7. Chitradurga, 8. Haveri, 9. Davanagere, 10. Gadag.
5.			School of Social Work Roshni Nilaya	10	1. Chamarajanagar, 2. Mysore, 3. Mandya, 4. Kodagu, 5. Dakshini Kanada, 6. Hassan, 7. Udupi, 8. Chikmagaluru, 9. Shimoga, 10. Uttara Kannada.

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
6.			S.S.L Law College, Karnataka	10	1. Gulabraga, 2. Bidar, 3. Yadgir, 4. Raichur, 5. Koppal, 6. Bellary, 7. Bijapur, 8. Bagalkot, 9. Dharwad, 10. Belgau
7.	Kerala	14	Loyola Extension Services, Loyola College of Social Sciences	4	1. Thiruvanthapuram, 2. Kollam, 3. Allappuzha, 4. Pathanamthitta.
8.			Farook College	5	1. Kozhikode, 2. Kannur, 3. Kasaragod, 4. Wayanad, 5. Mallapuram.
9.			Rajagiri College of Social Sciences	5	1. Ernakulam, 2. Idduki, 3. Kottayam, 4. Palakkad, 5. Thrissur.
10.	Andhra Pradesh	13	Women's Development Trust	6	1. YSR, 2. Kurnool, 3. Chittor, 4. Sri Potti Sriramulu (Nellore), 5. Prakasam, 6. Anantapur.
11.			Youth Club of Beijipuram	7	1. East Godavari, 2. Guntur, 3. Krishna, 4. shrikakulam, 5. vishakapatnam, 6. vizianagram, 7. West Godavari.

Appendix-I : List of State Coordinating Agency (SCA)

S.N	State/UT	Total no. of district	SCAs	No. of districts allocated	Name of districts allocated
12.	Telangana	10	Pragathi Seva Samiti	10	1. Adilabad, 2. Medak, 3. Karimnagar, 4. Khammam, 5. Warangal, 6. Nalgonda, 7. Nizamabad, 8. Hyderabad, 9. Mahbubnagar, 10. Rangareddy
13.	Pudducherry	4	Indian Council For Child Welfare (ICCW)	2	1. Karaikal, 2. Puducherry
14.			Farook College	1	1. Mahe
15.			Youth Club of Bejjipuram	1	1. Yanam
16.	Lakshad-weep	1			

Appendix-II : List of Districts without Homes

S.N	State	No. of District	Name of the district
North			
1	Uttarakhand	4	Tehri Garhwal
2			Rudra Prayag
3			Chmaoli
4			Bageshwar
5	Jammu & Kashmir	2	Ramban
6			Samba
7	Punjab	6	Taran Taran
8			Moga
9			Mansa
10			Fatehgarh sahib
11			SBS Nagar
12			Barnala
13	Uttar Pradesh	21	Mahoba
14			Amroha
15			Jyotiba Phole Nagar
16			Mau
17			Muzafarnagar
18			Hapur
19			Muradabad
20			Bulandshahr
21			Rampur
22			Bagpat
23			Sambhal
24			Bijnour
25			Etah
26			Hathras
27			Shamli
28			Jalaun
29			Kannauj
30			Etawa
31			Auraiya
32			Amethi
33			Unnao
34	Himachal Pradesh	1	Lahaul and Spiti

Appendix-II : List of Districts without Homes

S.N	State	No. of District	Name of the district
35	Haryana	3	Jind
36			Fatehabad
37			Mahendergarh
East			
38	Assam	1	Nalbari
39	Chhattisgarh	6	Baloda Bazar
40			Gariaband
41			Bemetra
42			Mungeli
43			Surajpur
44			Balrampur
45	Jharkhand	2	Jamtara
46			Gadwa
47	Bihar	12	Madhubani
48			Lakishsrai
49			Khagaria
50			Madhepura
51			Jamoi
52			Kaimur
53			Jehanabad
54			Banka
55			Katihar
56			Aurangabad
57			Aruwal
58			Navada
59	Andaman and Nicobar	1	Nicobar
60	Arunachal Pradesh	15	Namsai
61			Tawang
62			Upper Subansiri
63			Upper Siang
64			West Kameng
65			Anjaw
66			Changlang
67			West Siang
68			Dibang Valley
69			East Kameng
70			Lohit
71			Kra daadi
72			Kurung kumey
73			Longding
74			Tirap
75	Tripura	1	South Tripura

Appendix-II : List of Districts without Homes

S.N	State	No. of District	Name of the district
West			
76	Gujarat	5	Mahisagar
77			Dwarka
78			Botad
79			Gir Somnath
80			Porbandar
81	Madhya Pradesh	12	Dewas
82			Agar Malwa
83			Singroli
84			Sheopur
85			Umeria
86			Harda
87			Sidhi
88			Khargone
89			Burahanpur
90			Alirajpur
91			Badwani
92			Singohre
93	Daman & Diu	2	Daman
94			Diu
95	Dadar & Nagar Haveli	1	Dadar & Nagar Haveli
South			
96	Pudducherry	1	Mahe
97	Lakshadweep	1	Lakshadweep
Total	19	97	97

Appendix-III : Questionnaire

Format for Mapping & Review of Child Care Institutions under the Juvenile Justice (Care and Protection of Children) Act, 2000 (JJ Act) & Other Homes

1. Basic details

1.1	Date of Visit	
1.2	State	
1.3	District	
1.4	State Coordinating Agency (SCA)	

1.5 Details of Review Team

Name	Department / Organisation	Phone Numbers & E-mail

1.6 Details of Respondents

Respondent	No. of Person
Senior management	
Full Time Staff	
Part Time Staff	
Children (Boys /Girls)	

2. Details of the Home

2 A. General information

		Information	Remarks (if any)	
i)	a) Name of the Administrative Department / Parent Organisation			
	b) Address of the Administrative Department / Parent Organisation			
ii)	Name of the Home			
iii)	Type of Home			
iv)	Whether the home is receiving grant as a Model Home	<input type="checkbox"/> Yes <input type="checkbox"/> No		
v)	Name of the Contact person/ Superintendant			
	Tel. / Mobile no.			
	Address	Taluk / Block/Ward		
		Village / Panchayat/ Urban body		
		Police Station		
		City/Town		
		District		
		State		
		Pin Code		
		Phone no		
		Fax		
Email				
Website				
vi)	Whether the location of the Home is easily accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
vii)	If Yes, how?	Rail / Road / Air / Water		
viii)	Distance from District Head Quarters			

2 B. Legal Status

		No.	Validity	Remarks (if any)
i)	Parent Organisation (relevant document to be verified)			
	a) Registration under Societies Registration / Trust /Companies, Act			
	b) Registration under 12A of Income Tax Act (general info)			
	c) Exemption under Section 80 (G) of the Income Tax Act			
	d) FCRA Registration (if any)			
ii)	Provide details about the Home with regard to the following (Information/documents as applicable to be collected)			
	a) Registration			
	b) Recognition			
	c) Licensing			
	d) Certification			
	e) Any Other Act			
iii)	If Home is not registered u/s 34, JJ Act, then give reasons for not getting registered			
iv)	If Applied for fresh registration (relevant document to be collected)		<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	
v)	If Applied for Renewal of registration (relevant document to be collected)		<input type="checkbox"/> Yes <input type="checkbox"/> No Date:	
vi)	Is there a CWC / JJB in the District		<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Are children produced before the CWC /JJB		<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	From which CWC / JJB are children being referred for rehabilitation			

2 C. Details of Committees constituted in Home

			Remarks (if any)
i)	Whether Home Management Committee (HMC) has been constituted as per rules under the JJ Act - (details of composition to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Number of meetings conducted in a year (average of - last 3 years or span of constitution if less than three years) & Date of last meeting	No.: Date:	
iii)	Whether the minutes of the HMC are upto date & copy provided (last meeting minutes to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether Children's Committees (CC) have been constituted (details of composition to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Number of meetings conducted in a year (average of - last 3 years or span of constitution if less than three years) & Date of last meeting	No.: Date:	
vi)	Whether the meeting minutes of the CC are upto date & copy provided (last meeting minutes to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether the Adoption Committee (AC) has been constituted as per rules of the Central Adoption Resource Authority (CARA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Number of meetings conducted in a year (average of - last 3 years or span of constitution if less than three years) & Date of last meeting	No.: Date:	
ix)	Whether the minutes of the AC meetings are upto date & copy provided (last meeting minutes to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether the CCI has any other activity apart from short term care (for shelter home) or psycho-social rehabilitation of children in need of care and protection or children in conflict with law (if any) /or child care and adoption (for SAA) - (If yes, details to be verified)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Details of Children

3.A. Sanctioned Capacity of Home

No.		Boys				Girls				Transgender				Total	Remarks (if any)
		0-6	7-11	12-16	16-18	0-6	7-11	12-16	16-18	0-6	7-11	12-16	16-18		
1.	Category of children														
i)	Orphan														
ii)	Abandoned														
iii)	Surrendered														
iv)	Single Parent														
v)	Sexually Abused ^{*1}														
vi)	Victim of Child Pornography ^{*1}														
vii)	Trafficked for domestic work														
viii)	Trafficked for labour/Rescued from Labour														
ix)	Trafficked for Commercial Sexual Exploitation														
x)	Child Marriage														
xi)	Children affected by HIV and AIDS														
xii)	Children infected by HIV and AIDS														
xiii)	Children affected by natural disasters														
xiv)	Children affected by manmade disasters & Conflict														
xv)	Parents / Guardians unfit / incapacitated to take care														
xvi)	Homeless														
xvii)	Runaway / Missing														
xviii)	Mentally Challenged														
xix)	Physically Challenged														
xx)	Children from Other States														
2.	Number of Children														
i)	Present Occupancy as per records (attendance register)														
ii)	Children present on the day of visit														
iii)	Adoptable children* ² (Refer CARA guidelines)														
iv)	How many children presently residing in the home have been referred by CWC/JJB														

Please Note:

A child may belong to more than one category for example a child may be an orphan & physically challenged

^{*1} Have these cases been registered under POCSO? If not, why? Details to be collected.

^{*2} Have all these children been connected to the adoption process? If not why? Details to be collected.

3B. Duration of stay of children currently staying in the home

	Less than a mth	1-4 mths	5-12 mths	13-36 mths	37 mths & above
i) Boys					
ii) Girls					
iii) Total					
iv) Production before CWC/JJB					
v) Reasons for non- production					

Note: In the case of Swadhar & Ujjwala Homes only this table will apply. Details to be collected.

4. Standards of Care**4.A. Child care facilities**

			Remarks (if any)
i)	Whether the total number of children present at the Home exceed its capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether the total number of children present at the Home are less than its capacity	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether there are enough individual beds available & provided for children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether there are enough caregivers present to meet required numbers of caregiver/ayahs to child ratio (specific to SAA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether children are segregated according to age group & gender for stay & activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether all activities are conducted under staff supervision to minimize the risk of injury to children and/or respond as promptly as possible	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether children who are in emotional distress (due to fear, trauma, or illness) are being actively supervised	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether toys are available & accessible to children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether toys available are safe for use by children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether infants are being provided adequate stimulation & are safe	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xi)	Whether infants /children in emotional distress (due to hunger, fatigue, wet or soiled diapers, fear, teething, or illness) being actively supervised	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.B. Prevention & Protection from Abuse (including emotional, sexual & physical)

			Remarks (if any)	
i)	Whether there is a written child protection policy signed and adhered to by staff (all categories including contractual staff, management) & visitors	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ii)	Whether training & awareness is regularly provided regarding the child protection policy	<input type="checkbox"/> Yes <input type="checkbox"/> No		
iii)	Whether an accessible grievance redressal mechanism including for abuse prevention, is in place for children	Suggestion box	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)		1098 hotline	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)		CCTV Cameras	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)		children's committees	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)		regular staff - children interface	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)		Training & orientation of care givers & children regarding the same	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)		Whether there is for purpose of enforcing discipline, any practice of -	a) Restricting/restraining children's movements by binding, tying or any other form	<input type="checkbox"/> Yes <input type="checkbox"/> No
x)			b) withholding of food, or rest, or use of toilet	<input type="checkbox"/> Yes <input type="checkbox"/> No
xi)	c) Use of abusive language		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xii)	d) Insulting, humiliating		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xiii)	e) Hitting and spanking		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xiv)	f) Name calling		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xv)	g) Biting		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xvi)	h) Pinching,		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xvii)	i) Shaking		<input type="checkbox"/> Yes <input type="checkbox"/> No	
xviii)	j) Any other measures used		<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.C. Daily Routine

			Remarks (if any)
i)	Whether daily routine is displayed at a prominent place	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether daily routine of activity is followed (If yes, the Children's /Special Home should provide a copy of the daily routine for at least a week)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether the daily routine is drawn up in consultation with the children's committee and/or with children's participation or as per the need	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether infants & toddlers are allowed to eat & sleep as per their own schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.D. Nutrition (Meals/Diets)

			Remarks (if any)
i)	Whether staff is aware of the nutritional requirement of children at varying stages of development	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether meals are planned in consultation with children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether meals are provided in accordance with prescribed norms / diet scale	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether birthdays of children are celebrated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether a special meal is provided during festivals/ occasions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether special diet is provided to sick /special health children, as per advice of Doctor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether the home receives sponsored cooked /uncooked food items, lunch, dinner, baby food etc. from donors (If cooked, please specify whether tasted/checked by care giver)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether Ayah /Caretakers are being supervised by other staff while babies are fed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.E. Clothing, Bedding, personal hygiene & other

			Remarks (if any)
i)	Whether all children are provided individual, clean, seasonal & age appropriate clothes, articles & toiletries as per norms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether all children are provided individual, clean, seasonally appropriate mats & sleeping materials as per norms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether sleeping material is cleaned/sanitized regularly or before reuse as needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether the rooms are regularly fumigated, disinfected & material provided to each child for prevention of infection & disease.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether each child has been allocated a secured space to store personal belongings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether the home receives donations of articles (both old and new) like clothes, bed sheets, mats, bedding etc. (If yes, please specify whether old articles are cleaned/disinfected before use)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether sufficient water for bathing & washing clothes is available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether sufficient water for maintenance & cleanliness of the premises is available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether cleanliness of the campus is maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.F. Health Care & medical

			Remarks (if any)
i)	Whether every child undergoes a health check-up on admission	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether every child has regular health checkups, health card etc. & the records/files are maintained & updated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether nurse/paramedical staff is available in the home at night	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether medicines are administered to the child by a staff/ nurse	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether staff is trained to provide First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether mandatory immunization is being done of children up to 6 years of age	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.G. Education

			Remarks (if any)
i)	Whether educational assessment is conducted & need of every child addressed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether all children are provided with age appropriate -	Formal	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii)		Non-formal	<input type="checkbox"/> Yes <input type="checkbox"/> No
iv)		Bridge Course	<input type="checkbox"/> Yes <input type="checkbox"/> No
v)		Supplementary education	<input type="checkbox"/> Yes <input type="checkbox"/> No
vi)		Special education	<input type="checkbox"/> Yes <input type="checkbox"/> No
vii)	Whether age appropriate, feasible & market oriented vocational training is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether age appropriate life skill education is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether there is any tie up for skill training with government/ NGO programmes/ ITIs etc. (If Yes, verify details)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether there is enough emphasis on stimulating infants to learn through a play way learning process	<input type="checkbox"/> Yes <input type="checkbox"/> No	

4.H Preparation of Child Study Report (CSR) & Medical Examination Report (MER)

			Remarks (if any)
i)	Whether there is a professional Social Worker/experienced personnel available in the agency for preparing the CSR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether a formal CSR of each child is prepared after the child is declared free for adoption by CWC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether formal MER of each child is prepared after the child is declared free for adoption by CWC by a pediatrician attached to the Agency	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5. Staff

5.A

			Remarks if any
i)	Required No. of staff as per norms		
ii)	Required No. of staff as per sanction		
iii)	No. of existing staff	Full Time	
		Part Time	
iv)	No. of vacant positions	Full Time	
		Part Time	
v)	Whether personal file of each staff is available including	Records of recruitment (<i>CV, certificates, employment history etc.</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Reference check	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Job Description	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Performance appraisal	<input type="checkbox"/> Yes <input type="checkbox"/> No
vi)	Does the Superintendent/Manager/In-charge stay on the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Is there a lady Superintendent/Manager/In-Charge available for girls unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5.B Staff Assessment

S. N.	Designation	Name & no.	Qualification	Experience working with children (Months/ Years)	On job training (list topics)	Date of training last attended in current role	Date of Joining	Present at the time of visit (if not why)
i)	Office in Charge / Superintendent / Manager / Coordinator							
ii)	Counselor							
iii)	Child Welfare Officer / probation officer							

Appendix-III : Questionnaire

S. N.	Designation	Name & no.	Qualification	Experience working with children (Months/ Years)	On job training (list topics)	Date of training last attended in current role	Date of Joining	Present at the time of visit (if not why)
iv)	Case worker / social worker/Early Childhood Educator							
v)	Educator (part time or voluntary)							
vi)	House Mother / House Father							
vii)	Doctor (part time or full time as required)							
viii)	Para medical staff / Nurse							
ix)	Store keeper / clerk cum accountant							
x)	Art & Craft cum music teachers							
xi)	PTI instructor cum Yoga Trainer							
xii)	Driver (If Applicable)							
xiii)	Cook							
xiv)	Helper							
xv)	Ayah							
xvi)	House Keeper							
xvii)	Gardener							
xviii)	Chowkidar							

6. Physical Infrastructure

6.A. Accommodation

S. N.	Purpose of the room	No.	Whether adequately equipped		Space			Ventilated & lit		
			Yes	No	Good	Ade-quate	Inad-equate	Good	Ade-quate	Inad-equate
i)	Education (Class room)									
ii)	Dormitory									
iii)	Counseling									
iv)	Recreation									
v)	Sick room									
vi)	Library									
vii)	Visitors room									
viii)	Vocational training									
ix)	Dining hall									
x)	Store									
xi)	Record room									
xii)	Office room									
xiii)	Staff Residence									
xiv)	Bath room									
xv)	Toilets/Latrines									
xvi)	Sitting of CWC/JJB									

6.B. Additional details

				Remarks if any
i)	Type of accommodation	<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Lease		
ii)	Whether there is infrastructural security fencing strong structure	boundary wall		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
iii)	Whether computer with internet connectivity available	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Appendix-III : Questionnaire

			Remarks if any
iv)	Whether furniture/fixtures available to store records safely	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether sign board displayed indicating name, type of CCI, contact details	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether essential details are displayed	Emergency number	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Daily duty chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Daily activity chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Menu chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Attendance status	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Weekly programme schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No
vii)	Whether the following education facilities available in the campus?	<input type="checkbox"/> Play-School <input type="checkbox"/> Pre-School <input type="checkbox"/> Primary School <input type="checkbox"/> Middle School <input type="checkbox"/> Special School	
viii)	Whether there is safe transport facility for children attaining education outside the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether facilities for children are separate from staff and management facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether facilities and support (equipment, staff, teaching and learning materials/aids) for children with special needs is available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xi)	Whether adequate safety and security measures for children available including:	a) rooms and dormitories being free of unstable heavy equipment, furniture, or other items that children could pull down on themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No
		b) good condition of ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
		c) Privacy maintained in toilets and bathing areas	<input type="checkbox"/> Yes <input type="checkbox"/> No
		d) clear guidelines regarding access of staff/visitors in identified areas especially in children's/toddlers/& infants dormitories/toilets	<input type="checkbox"/> Yes <input type="checkbox"/> No

			Remarks if any
xi)	Whether basic emergency medical care equipment available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xii)	Whether bathrooms are available for exclusive use by children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xiii)	Whether separate bathrooms / bathing areas and toilets/ latrines for boys and girls are available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xiv)	Whether running tap water is available and accessible for daily use by children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xv)	Whether standby arrangement exist for storage of water	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xvi)	Whether safe drinking water is available & provided to children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xvii)	Whether there is facility available for drainage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xviii)	Whether there is garbage disposal facility available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xix)	Whether suitably equipped outdoor space for play is available & accessible to children as per norm	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specially for SAA			
xx)	Whether the walls and compound painted with attractive paints/cartoons/pictures/etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xxi)	Whether a cradle has been placed near the outside gate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xxii)	Whether infants, toddlers and older children are segregated & accommodated separately	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xxiii)	Whether mobile infants and toddlers have freedom of movement in a safe area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xxiv)	Whether Baby Care Unit with special emergency medical care equipment available	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Adherence to Juvenile Justice (Act & Rules) Procedure

7.A. Admission of Children & mandatory reporting

			Remarks if any
i)	Whether initial production of all children before CWC / JJB is done as per norm and within the prescribed time limit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether children are produced periodically before the CWC / JJB as per norms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether the Social Investigation report (SIR) of each child has been submitted before CWC / JJB within the stipulated time period as directed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix-III : Questionnaire

			Remarks if any
iv)	Whether the home has made efforts to trace the biological family / guardian of the child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether home submits any report of its own efforts to trace biological families to the CWC / JJB	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether a professional Social Worker or experienced personnel has prepared the Individual Care Plan (ICP) for every child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether ICP has been prepared for every child in the Home within 30 days of admission of the child. (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether there is a regular system of parent-child interaction/meetings (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether the home maintains a master admission register & updates the same in Track Child and/or CARINGS as the case may be	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether number of children admitted during a particular year matched with the children present at the end of the year after excluding placement in families (restoration, repatriation, pre-adoption foster care/adoption, foster care), death, transfer & leave without permission (if any)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xi)	Whether a missing child FIR is being filed in every case of leave without permission (verify details)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xii)	Whether monthly data about children is sent to SARA/DCPU as the case may be	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xiii)	a) Whether the home reports all cases listed in the adjacent column and to whom	Number	
	a) admission	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) restoration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) How many such cases were reported between January -December 2015?	c) repatriation	<input type="checkbox"/> Yes <input type="checkbox"/> No
		d) transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c)	e) adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No
		f) Pre adoption foster care	<input type="checkbox"/> Yes <input type="checkbox"/> No
		g) Foster care	<input type="checkbox"/> Yes <input type="checkbox"/> No
		h) death	<input type="checkbox"/> Yes <input type="checkbox"/> No
		i) leave without permission	<input type="checkbox"/> Yes <input type="checkbox"/> No
xiv)	Whether every child is restored through CWC/JJB	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xv)	Whether there is any document available in the home as proof of restoration - parent/guardian letter with identity proof regarding the same (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7.B. Documentation & Record Keeping – Records & Registers

			Remarks (if any)
i)	Documentation and Record Keeping		
	a) Whether file of each child contain all relevant information i.e. correspondences, ICP, Case History, Inquiry Report, CWC orders, MER, HSR, birth certificate, court order, quarterly progress report, health report, etc as applicable (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Whether the report of counselor or social worker, social history/case history of each child is available in the personal file (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Whether initial reports of interaction with the child are on record (if yes, verify records)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Records and registers		
	Whether the following registers are maintained and updated properly: (if yes, verify records)		
	a) Master Admission & discharge register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Supervision register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Case file of each child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d) Medical File & Medical Report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	e) Attendance register of children & staff	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	f) Order Book	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	g) Register of PAPs with details of registration, home study, matching & referral, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	h) Inquiry report file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	i) Children's suggestion book/file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	j) Voucher, Cash Book, Ledger, Journal & Annual Accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	k) Grant utilisation register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	l) Stock register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	m) Record of minutes of meetings of HMC, CC, Staff-Children interaction, Staff meeting , AC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	n) Nutrition / diet register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	o) Budget statement register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	p) Individual case file with individual care plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	q) Visitor's book	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	r) Parents visit register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	s) Staff movement register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	t) Personal belonging register	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	u) Children's movement register	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8. Adoption Performance

8.A. HSR & Adoption

			Remarks (if any)
i)	Whether the agency expeditiously upload CSR, MER as soon as children become legally free for adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether the decision for referral and matching of each child is taken by the Adoption Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether domestic PAPs are encouraged, supplied necessary information and rendered all sort of assistance for taking decision to accept a referral	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether the agency prepares every adoptable child psychologically for his or her assimilation with the adoptive family and the new surroundings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether the agency has developed leaflets/pamphlets/literature / any other publicity materials depicting the process of adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether the amount of contribution to CCC for adoption is clearly mentioned in such publicity material	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether adoption register is maintained & complete adoption file of each child placed in adoption is available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether the agency lodges complaints with SARA, CARA, CWC and police authorities if nursing homes or hospitals or any other person(s) are found involved in illegal adoptions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether adoption petitions have been filed in the Court in cases of children placed under pre-adoption foster-care	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.B. Post Adoption Follow-up

			Remarks (if any)
i)	Whether the agency monitors the well being of the child placed in adoption or in non-institutional care for a period of two years from the date of such placement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether the agency receives / maintains post placement progress reports in respect of children placed in in-country adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Whether the agency receives / maintains post placement progress reports in respect of children placed in inter-country adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether the agency provides information on Adoption leave to the adoptive parents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether all post-adoption records are kept in a manner, which prevents accessibility of larger public	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.C. Root Search

			Remarks (if any)
i)	a) Has the agency kept all the information and documents as well as belongings of the child in safe custody?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Has there been a plan how to preserve the information and how to disseminate in case the child comes for searching the root?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Has the agency the required professional expertise to deal with root search issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.D. Disruption & Repatriation

			Remarks (if any)
i)	Whether there has been any disruption occurred in case of children placed in in-country adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether there has been any disruption occurred in case of children placed in inter-Country adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	

8.E. PAP(s) & biological parent(s)

			Remarks (if any)
i)	Role towards PAP(s)		
	a) Whether the agency completes the HSR of all PAP(s) registered, expeditiously & within stipulated time frame	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Whether the agency places a child in pre-adoption Foster Care on completion of assigning and referral processes and after observing necessary formalities as laid down in the Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Whether the agency receives registration fee, HSR fee and contribution from PAPs towards CCC as per amounts prescribed in the Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Role towards biological parents		
	a) Whether the agency obtains appropriate information from birth parent(s) before surrender of the child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Whether the agency gets the surrender deed executed only in the presence of CWC	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix-III : Questionnaire

			Remarks (if any)
	c) Whether the agency explains the implications of surrendering their child to the parents including the possibility of adoption of the child by foreigners & of no further contact with him or her	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d) Whether the agency informs the parent(s) that from the date of surrender they would get a reconsideration period of sixty days during which period they can take back the child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	e) Whether the agency maintains the confidentiality of the unwed mother & the biological parent(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	f) Whether the agency respects the wish of the surrendering parent(s), to the extent possible, if they state a preference regarding the religious upbringing of the child	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	g) Whether the agency restores the child to the biological parent(s) after the reconsideration period is over), if claimed by the parents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Counseling services		
	a) Whether the agency provides counselling services to PAP(s) and children as & when required by them	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Whether the agency ensures the presence of female nursing staff or female superintendent during the counseling session of a male counselor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Whether the agency counsels and assists the surrendering parent(s) & ensures that they are informed of the possibility of a future contact by their child in the event of a search for roots	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d) Whether the agency provides counseling to PAPs before the HSR is prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	e) Whether the agency advises / encourages PAP(s) to contact Adoptive Parents Associations, adoptive families and older adoptees to understand the entire process of adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	f) Whether the agency counsels the adoptive parents, not to change the name of an older child so as to help the child keep his or her identity	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Financial Transparency

Accounting norms & procedures

			Remarks (if any)
i)	Whether the home provided details of information about the sources of funding & that of the organization as a whole / separately (if yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Whether the home (& its parent organization) provides details of sources of funding including amount received in the past 3 years - (If yes, list of donors for last 3 years (2012-2015) for b, c & d to be collected)	a) Individual Donation	<input type="checkbox"/> Yes <input type="checkbox"/> No
		b) Government Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No
		c) Non Governmental Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No
		d) Foreign Grant (FCRA)	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii)	Whether the home submits a copy of audited accounts of the organisation with its audit report and Annual Report within six months from the date of closing of the financial year, to the SARA or State Government as the case may be (if yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	Whether the accounts are audited annually by an authorised Chartered Accountant (if yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Whether the home/agency has provided copies of Audited Statement of Accounts & FC Returns for last 2 years to the competent authority (if yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether government grants are received as per norm & time taken for the same? (details of last three years of, duration & difference in amount if any, between application & receipt of grant to be submitted) (if yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether the agency has documented information about the details of child wise adoption charges received during last three years for in-country and inter-country separately (Details of Registration fees, HSR charges, CCC, GIA, Donation, etc. If yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
viii)	Whether the agency maintains financial records including contributions to, & utilisation of, Child Care Corpus (CCC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ix)	Whether the agency receives adoption charges over and above the prescribed contribution to CCC (if yes, verify reasons for the same)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
x)	Whether the Adoption Agency utilizes funds available in the CCC in accordance with norms specified in Schedule-XVI (If yes, verify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
xi)	Whether the agency receive donation from PAP(s) & Adoptive Parents	<input type="checkbox"/> Yes <input type="checkbox"/> No	

10. Inspection & Audit

Inspection

Whether the home has been inspected in the last 3 years by -			If Yes, Date of last Inspection
i)	Inspection Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ii)	Child Welfare Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iii)	Department of WCD/SARA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
iv)	JJ Committee of the High Court	<input type="checkbox"/> Yes <input type="checkbox"/> No	
v)	Commissions for Protection of Child rights (National / State)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vi)	Whether any social audit has been conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No	
vii)	Whether the home has a copy of the inspection recommendations & record of action taken thereafter (if yes collect a copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

11. Linkages and Coordination

Programmatic linkages

				Remarks if any
i)	Whether the home has its own or relies on linkages with external professionals/institutions/community based organisations for (details & reports to be verified)-	a) Mental health services for children, parents & staff (including one to one & group counseling, need based therapy, regular consultation & supervision by a psychiatrist & staff personal growth & supervision sessions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		b) Education (including Montessori, supplementary, bridge & special education)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		c) Vocational training	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		d) Life Skills & other issue based workshops	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		e) Recreational activities including sports	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		f) Health including speech/physio therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		g) Legal aid services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		h) De-addiction services	<input type="checkbox"/> Yes <input type="checkbox"/> No	

			Remarks if any
	i)	Music & Movement, Art, Dance & Drama therapy & Occupational therapy	<input type="checkbox"/> Yes <input type="checkbox"/> No
	j)	After care	<input type="checkbox"/> Yes <input type="checkbox"/> No
	k)	Community service	<input type="checkbox"/> Yes <input type="checkbox"/> No
	l)	With appropriate authorities for birth registration, identity proof & reserved / special category certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii)	Whether the home has established linkages with other CCI for rehabilitation of children with special needs (if yes, verify)		<input type="checkbox"/> Yes <input type="checkbox"/> No
iii)	Whether the home has established coordination & linkages with CWC, JJB CHILDLINE, DCPU, DSFAC, for restoration & rehabilitation of children (if yes, verify)		<input type="checkbox"/> Yes <input type="checkbox"/> No

12. Additional Observations (if any)

APPENDIX - A

Checklist of documents to be verified

i)	Legal status - 2B i)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ii)	Committees constituted in home - 2C i), iii), iv), vi), ix) & x)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
iii)	Education - 4 G v)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
iv)	Adherence to JJ Act, Rules, procedures - ICP 7A (vii), viii), xi), xv)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
v)	Documentation & record keeping - 7B i) a), b) & c) & 7 B ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
vi)	Financial transparency 9 i), iii) - x)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
vii)	Linkages & coordination - 11 ii) & iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

APPENDIX - B

Checklist of documents to be collected

i)	Documents related to legal status - 2B ii), iv) & v)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ii)	Details of Children 3.1 A v) sexually abused children vi) victim of child pornography (specific details as sought in format)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
iii)	Number of Children 3.1 B iii) - adoptable children (specific details as sought in format)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
iv)	Financial Transparency 9 ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
v)	Inspection - 10 vii)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Part – II – Feed back of Children

	Name	Signature
1.		
2.		
3.		
4.		
Date:		
Place :		

Name of the Home Superintendent	Date	Signature	Seal

Appendix-IV : Facilitators Guideline

Facilitators' Guideline

Mapping & Review of Child Care Institutions under the Juvenile Justice (Care and Protection of Children) Act, 2000 (JJ Act) & Other Homes

Prepared by



CHILDLINE India Foundation

Contents

1. Background and Introduction

- 1.1 About the Mapping & Review
- 1.2 Outputs/ Deliverables
- 1.3 Team Composition
- 1.4 Roles of Review Team Members
- 1.5 Important information

2. Guidelines for the Facilitator

- 2.1 Who is a good facilitator
- 2.2 Guidelines for conducting Focus Group Discussion
- 2.3 Ethical Guidelines

Annexure I – Guidelines for the Format

Annexure II – Compendium: Standards and Norms: Relevant Section and Rules for Referral

Annexure III – Abbreviations

1. BACKGROUND AND INTRODUCTION

1.1. About the Mapping & Review

Secretary, Ministry of Women and Child Development (MWCD) had desired that a survey of all Child Care Institutions (CCIs) in the country be undertaken by National Commission for Protection of Child Rights and CHILDLINE India Foundation (CIF). This was discussed with Secretary and in order to assess the quantum of work to be carried out, letters from Secretary, WCD were addressed to all Chief Secretaries requesting them to provide information on all CCIs functioning in their States. The information is being collected.

It is proposed to cover all district of the country in the survey in a phased manner based on a timeline and modalities as proposed by CIF. Since CHILDLINE is presently functional in 368 districts of the country the survey may be initiated, to begin with, in the 368 districts where 1098 services are currently being implemented. After covering these districts, CIF will undertake survey of the remaining districts. Executive Director, CIF, vide his e-mail dated 18th September, 2015 has expressed CIF's willingness to undertake the task.

1.2. Key outputs /Deliverables

- a) National database with State and district wise delineation of registered (JJ Act/ any other state based legislation)/ unregistered/licensed/notified as fit etc. CCI/Home;
- b) Documentation related to registration/recognition/licensing and status of functioning of each CCI/Home reviewed.

1.3. Team Composition

1. National Advisory Committee consisting of Executive Director CIF (chair), NCPCR representative, Deputy Director CIF
2. National Coordinating Unit/Team (NCT), Operational team based in CIF's Northern Regional Resource Centre
3. CIF's Regional Resource Centre (RRCs) Heads, 4 – Nodal persons for the zone
4. State Coordinating Agencies ((SCA), CHILDLINE partners primarily Nodal and /or academic institutions)

- 5 Review Teams constituted for a district/cluster of districts (3-5 districts per team or as required) by the SCA to conduct the review.

1.4. Composition of the review team

The Review Team at the district level/cluster of districts shall consist of:

- i) Four team members including one nominee of District Magistrate and at least one woman member.
- ii) Three members of the Survey Team will be appointed by the SCA concerned.

1.5. Roles of Review Team members

1. Supplement existing list (database) of all CCI/Homes (Mapping) in the district as per prescribed format and in addition to the information provided by NCT/SCA. The team may collate this information from DCPU and other relevant departments/stakeholders as and when required.
2. Conduct review of all Institutions in the district as per prescribed format and methodology and collect relevant means of verification/ documents from the institutions that are registered.
 - a) Assess the standards of care in registered homes as per prescribed proforma and submit the same for each institution to the SCA.
 - b) The team coordinator (designated by the SCA) shall coordinate all the activities pertaining to the survey and visit, which shall include, informing the other team members, organizing briefing, fixing date of visit, writing report in discussion with the team members and submission to the SCA.
3. Collate and submit a district report as per prescribed format.

1.6. Important Information

1. The review report shall remain the property of Ministry of Women and child Development
2. The team shall conduct the review visit when children are present in the institution and one team member preferably women should interact with separately with the children

3. The team shall visit the institution between 10:00am to 4:00 pm
4. In case the team detects any offence committed against any child it shall be report the same to the authority concerned for immediate intervention.

1.7. Suggestive Process

For SCA

- The SCAs will Coordinate with State and District Administration to facilitate process of review
- Recruit Review Team and designate one Anchor (Nodal person as contact person) within the team and additionally designate one nodal person within the partner organisation
- Train the members of the review teams for purpose of review
- Generate District wise list of homes information (registered and unregistered)
- Coordinate processes and follow up as required including for grant disbursal, between CIF, NCT, and review teams,
- Collate and vet information obtained from districts to create State specific database in prescribed formats and submit at the National level
- Financial reporting as per the prescribed formats

For Review Team

- During the Data Collection process, the team must pre decide and divide their roles as follows –
- One team member will ask the questions and fill the format.

Note: the answers filled must be from whole team's consent/agreement.

- Second team member will verify all the documents and collect relevant documents as per list attached in format or as per requirement.
- Only the female team member can conduct the focus group discussion with children.

2. GUIDELINES FOR THE FACILITATOR

2.1 Who is a Good Facilitator?

A good facilitator remembers the old adage, "*we have two ears and one mouth*" so that we can listen twice as much as we speak." Listening to participants is essential for understanding them and building up a rapport with each member. Creating such a connection helps to secure the success of the programme.

2.2 Guidelines for conducting Focus Group Discussion with the children

General / Pre-session

1. Identification of the children should be done in a sensitive manner. The children can be told as much about the discussion as possible in line with their maturity and understanding of the situation. It is important to explain the objective and details of the consultation to the child as well prior to conducting the same.
2. Care should be taken to have children in the focus group discussion who are from similar age group, gender profile, and community.

Beginning of Session

1. While waiting for everyone to arrive, review team member should play simple games through which children can be introduced to each other and in which newcomers can easily join in.
2. The review team member should allow sufficient time at the beginning of the session for the children to relax and become comfortable with each other and with you. The review team member should not start the activity until he feels the environment is right.
3. Strategies that can help to create such an environment include:
 - playing interactive games
 - singing, dancing, acting, saying rhymes/poems
 - inviting children to sit the way they feel comfortable
 - choosing a name for the group

- review team member behaving in a relaxed, informal and warm manner
 - Review team member showing an interest in/familiarity with children's lives and local 'culture'.
4. The review team member should help children to agree on a simple set of ground rules which they themselves can enforce, e.g. about taking turns to speak, respecting when other children are speaking and what they say, not having side discussions
 5. The review team member should explain to children that, in addition to expressing their own views, they are being given the responsibility of speaking on behalf of other girls/boys like them.
 6. The review team member should tell children that they will talk about experiences in their own lives as well as events in the lives of other children like them which they know about. Explain that they must be careful not to say anything in the group that could cause problems for themselves or any other person later on.
 7. The review team member should assure children that the information they provide will be used only for the purposes of the review, and that their identities will not be disclosed in any materials.
 8. The review team member should explain to children the purpose of interacting with children.
 9. The review team member should carefully word each question before that question is addressed by the group.
 10. After each question is answered, the review team member should carefully reflect back a summary of what you heard.
 11. The review team member should ensure even participation. If one or two people are dominating the meeting, then call on others. He/ She should consider using a round-table approach, including going in one direction around the table, giving each person a minute to answer the question.

Note: The review team member should not try to solve the problems discussed by the children. In case the team detects an offence committed against any child it shall be report the same to the authority concerned for immediate intervention

End of session

1. At the end of the session the review team member should:
 - summarise what has happened / been said
 - thank children for participating
 - ask them how the session has been for them
2. End on a positive note; using fun activities like - story telling, game, songs. etc.

Analysis

The facilitator should arrive at a short summary that is mutually agreeable. Field notes should capture information on:

- Descriptive phrases or words used by participants as they discussed the key question
- Themes in the responses to the key questions
- Sub-themes indicating a point of view held by participants with common characteristics
- Description of observation on participant's emotional state, body language, behaviour or any other significant aspects.
- For each section/subsection, mention in remark about any significant or relevant response/information received or observed during the discussion.
 - Any sensitive information/case received should be mentioned separately or highlighted anywhere in the format. Relevant document, if available must be collected during the review.

Overall mood of discussion

- Write summarized feedback of children on the last page of the format.

2.3 Child Abuse

Different forms of abuse against children

Physical Abuse:

Physical abuse is the inflicting of physical injury upon a child. This may include burning, hitting, punching, shaking, kicking, beating or otherwise harming a child. The person may not have intended to hurt the child. It may, however, be the result of over-discipline or physical punishment that is inappropriate to the child's age.

Sexual Abuse:

Sexual abuse is inappropriate sexual behaviour with a child. It includes fondling a child's genitals, making the child fondle the adult's genitals, intercourse, incest, rape, sodomy, exhibitionism and sexual exploitation. To be considered 'child abuse', these acts have to be committed by a person responsible for the care of a child (for example a baby-sitter, a parent, or care provider), or related to the child. If a stranger commits these acts, it would be considered sexual assault and handled solely by the police and criminal courts.

Emotional Abuse:

Emotional abuse is also known as verbal abuse, mental abuse, and psychological maltreatment. It includes acts or the failures to act by parents or caretakers that have caused or could cause, serious behavioural, cognitive, emotional, or mental trauma. This can include the person using extreme and/or bizarre forms of punishment, such as confinement in a closet or dark room or being tied to a chair for long periods of time or threatening or terrorizing a child. Less severe acts, but no less damaging, are belittling or rejecting treatment, using derogatory terms to describe the child, habitual tendency to blame the child or make him/her a scapegoat.

Neglect:

It is the failure to provide for the child's basic needs. Neglect can be physical, educational, or emotional. Physical neglect can include not providing adequate food or clothing, appropriate medical care, supervision, or proper weather protection (heat or cold). It may include abandonment.

Educational neglect includes failure to provide appropriate schooling or special educational needs, allowing excessive truancies. Psychological neglect includes the lack of any emotional support and love, never attending to the child, substance abuse including allowing the child to participate in drug and alcohol use.

Working Definition for Child Abuse

Child abuse refers to the intended, unintended and perceived maltreatment of the child, whether habitual or not, including any of the following:

- Psychological and physical abuse, neglect, cruelty, sexual and emotional maltreatment.
- Any act, deed or word which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being.
- Unreasonable deprivation of his/her basic needs for survival such as food and shelter, or failure to give timely medical treatment to an injured child resulting in serious impairment of his/her growth and development or in his/her permanent incapacity or death.
- Physical abuse is inflicting physical injury upon a child. This may include hitting, shaking, kicking, beating, or otherwise harming a child physically.
- Emotional abuse (also known as verbal abuse, mental abuse, and psychological maltreatment) includes acts or the failure to act by parents, caretakers, peers and others that have caused or could cause serious behavioural, cognitive, emotional, or mental distress/trauma.
- Sexual abuse is inappropriate sexual behaviour with a child. It includes fondling a child's genitals, making the child fondle an adult's genitals, sexual assault (intercourse, incest, rape and sodomy), exhibitionism and pornography. To be considered child abuse, these acts have to be committed by a person responsible for the care of a child or related to the child (for example a baby-sitter, parent, neighbour, relatives, extended family member, peer, older child, friend, stranger, or a day-care provider).
- Child neglect is an act of omission or commission leading to the denial of a child's basic needs. Neglect can be physical, educational, emotional or psychological. Physical neglect entails denial of food, clothing, appropriate medical care or supervision. It may include abandonment.

2.4 Ethical Guidelines

The following ethical guidelines should be kept in mind while conducting any research involving children.

1. All attempts should be made to minimize distress caused to children. While privacy may be valuable, it can make children feel safer to be interviewed along with a friend, or to work in groups.
2. Review team members also need to arrange for individual children to have access to further skilled support afterwards, if required, and this should be negotiated with local organisations.
3. Situations where one adult and one child are in a closed room should be avoided.
4. No participant should be made to participate without having first given informed consent.
5. It is essential that the identities of respondents be protected.
6. One needs to take care never to write respondents' names on the same sheet as the data they give, and to keep data in a secure place.
7. Confidentiality should be observed.

Child protection code of conduct

Don't	Do's
<ul style="list-style-type: none"> • Have any expectations about helping to heal the child. • Hit or otherwise physically assault or physically abuse children • Develop physical/sexual relationship with children • Develop relationships with children which could in any way be deemed exploitative or abusive 	<ul style="list-style-type: none"> • Plan and organize the work and the workplace so as to minimize risks • As far as possible, be visible in working with children • Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed • Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Don't	Do's
<ul style="list-style-type: none">• Behave physically in a manner which is inappropriate or sexually provocative• Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse• Discriminate against, show differential treatment, or favour particular children to the exclusion of others.• Spend excessive time alone with children away from others.• This is not an exhaustive or exclusive list. The principle is that the review team member should avoid actions or behaviour, which may be construed as poor practice or potentially abusive.	

Annexure – I

Guidelines for format

The format is a checklist on the specific areas of review of Child Care Institutions (CCI) under JJ Act, Specialized Adoption Agency (SAA), Ujjwala Homes and Swadhar Homes.

A. About the Format

- i) The format has
 - 11 Sections containing questions on different aspects of Homes
 - Annexure A provides list of documents which are **only to be verified**
 - Annexure B provides list of documents which are **to be collected**
 - Feedback from children to be collected through a **Focus Group Discussion (FGD)** with an emphasis on **Standards of Care**
 - Space for Review team members details and **seal and signature of the Superintendent**
- ii. Information provided has to be verified in various ways including study of related/relevant documents, observations as well as conversation with children and staff.
- iii. All additional information, observations, important specifications and details have to be put in the remarks columns as given in each section of format. Additional remarks can be attached with the format if required.

Example: for instance in Section 3B v) Reasons for non- production- besides the common reasons such as no CWC present or high pendency or lack of regular sittings; an additional comment could be that there are local children in the home who have not been sent there by the CWC and therefore have not been produced.
- iv. Norms and Standards of Care as mentioned in certain sections of format can be verified with Annexure II of this document.
- v. Abbreviations used can be checked with Annexure III of this document.

- vi. For all questions with options Yes or No, if the answer is 'No', give reasons/details in the remark columns.

Please follow the specific guidelines as mentioned below for particular sections (numbered as per the format of data collection) –

1. Basic Details

This section needs to provide details regarding the visit, Review Team and Respondents

2. Details of the Home

- 2.A. i)b)** if the Parent NGO and the Home has the same address, mention that in the remarks column.
- 2.A. ii)** Mention the name of the Home as displayed in the Sign Board of the home. (If no sign-board is displayed then kindly check the name with official documents of the home)
- 2.A. iii)** Mention the type of home eg:
- Children Home
 - Shelter Home
 - Observation Home
 - Special Home
 - Specialized Adoption agency (SAA)
 - Ujjwala (Protection and Rehabilitation Home)
 - Swadhar Home For details refers to Annexure II of this Document
 - Any other home (not mentioned above)
- 2 A iv)** Mention if the home is receiving any grant from Government of India, Ministry of Women of Child Development or State Government, Department of Women and Child Development / Social Welfare Department to function as a MODEL Home, kindly mention the same and in the remarks column mention since when the home is functioning as a model home.

- 2A v-vii)** From this particular sub section we are trying to understand whether there are hindrances in providing services to children or building linkages with other institutions due to inaccessibility of, or distance from, district headquarters. Therefore any such detail which emerges from the discussion is to be elaborated in the remarks column.
- 2.B. ii)** Mention details of registration, recognition, Licensing, certification of home etc. including details of multiple registration/ licensing of the same home such as a home may be licensed under the Women and Child Licensing Act, 1956 and also registered or deemed registered under the Juvenile Justice (Care and Protection of Children) Act, 2000 (JJ Act)
- Recognition is for Fit Institutions under the Central Model/State Rules of the JJ Act.
- 2.B. iii)** It is important to understand reasons for non-registration under the JJ Act including justification for the same and these are to be documented in short – key points in the remarks column.
- 2.B. iv-v)** Important information to be collected
- 2 B. vi-viii)** Information about existence of CWC/JJB in a district as applicable (CWC for Children Home and JJB of Observation Home). This question seeks to verify the functionality of the CWC/JJB and attending expeditiously to cases or whether matters are pending. Also to understand whether this home (CCI) is catering to children being referred from other CWC/JJB of other districts
- 2.C. i-vi)** Committees are important for the effective functioning of any CCI/Home. However in many homes such committees not been formed or do not meet regularly. It therefore is important to know and verify the actual status of such committees, especially the Home Management Committee (HMC) and Children’s Committee (CC) to ensure that care standards of the home is maintained and participation of Children is being encouraged. Check the document for constitution of Home Management Committee and Children Committee of home as per JJ Rules. (Refer annexure II for Constitution details under JJ Rules) and collect related document.
- 2.C. vii- ix)** These are applicable only for SAA and for the same reasons as 2 C i) – vi). Check and verify whether any Adoption Committee under Rule 21 of CARA Guidelines has been formed. (Annexure II)

- 2 C.** x) This is to record whether the home has multiple ongoing programmes besides the activities catering to psycho-social rehabilitation or short term care or child care and adoption.

3. Details of Children

3. A. Below the header i.e. sanctioned capacity of home, mention the capacity of the home as indicated in the sanction/registration.

3.A. A child might fall into one or more category of Children in Need of Care & Protection (CNCP). For example, A child aged 7 years may be abandoned and also a victim of child sexual abuse. Kindly note that the total number reflected in this column is not the total number of children presently residing in the home.

- Subsection 3 A. 1 i) to iii) –these categories of children namely orphan, abandoned and surrendered are adoptable and the aim is to link such institutions and children with the adoption system. This information should be taken with utmost care, verified and shared with CIF on the same day after the review of that particular CCI/home is complete.
- In subsection 3 A. 1 v) and vi) mention in remarks column whether these cases have been registered under Protection of Children against Sexual offences Act, 2012 (POCSO) Act. Also mention reason if these cases were not reported/registered.

POCSO has clear definition & stringent punishment for sexual offences against children therefore this section aims to ensure that the act is being implemented in the manner conceived and justice is being provided to children.

- Also the aim is to find out whether if not booked/registered under POCSO, what other act/provisions have been applied for this matter.
- If no legal proceedings have been registered mention the reasons for the same.
- In section vii, viii, ix – Mention if the cases have been booked under the Immoral Trafficking Prevention Act (ITPA), 1986.

If the home is not maintaining any record of the above mentioned details, kindly record that in the remarks column.

3.A.2. iii) Adoptable Children as defined under CARA Guidelines (Annexure II): as mentioned above for 3 A i) - iii) this information should be verified and shared with CIF on the same day after the review of that particular CCI/home is completed. The aim here is to link such institutions and children with the adoption system.

3.B. This section will apply to all homes; however information from Ujjwala and Swadhar homes will be collected only upto Section 3. For Ujjwala and Swadhar the aim here is to check whether the children living with their mothers (Swadhar) or trafficked victims below 18 years of age (Ujjwala) are linked to the JJ system for services and if not the reasons thereof.

4. Standards of Care

For any component under the standards of Care, if the Home does not meet the standards as per norms, the reasons for the same have to be specifically mentioned in remarks columns.

4 A. Child care facilities

4 A. i) ii) This information regarding present occupancy is being collected to determine whether the home is housing more or less children than its sanctioned capacity. This may be due to a variety of reasons including inadequate no. of homes in the district, mobile population etc.

4. A. iv) This question applicable for SAAs only, seeks to understand whether the norm is being followed regarding child/infant & caregiver ratio namely 4:1 for children below 1 year, 5:1 for children from 1 to 3 years and 8:1 for older children respectively.

4A. v) – vi) & viii), ix) segregation of children as per age group – whether this is being done or not **needs to be ascertained in the FGD with children**

4.B. Prevention & Protection from Abuse (including emotional, sexual & physical)

4 B. i) If the institution says that such a policy is existing and adhered to by all concern, this needs to be verified.

- 4 B. ii) this can be verified by looking at the training reports, manuals etc.
- 4 B. iii) this can be physically verified and also discussed during FGD with children and staff interactions
- 4 B. iv) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 C. **Daily Routine**
- 4 C. i) This can be physically verified and should be at a prominent place – easily visible being at a common place/wall
- 4 C. ii) Should be discussed during FGD with children and staff interactions and also look seek copy of the daily routine for last week
- 4 C. iii) This can be discussed in a casual manner during FGD with children
- 4 C. iv) Should be discussed during staff interactions
- 4 D. **Nutrition (Meals/Diets)**
- 4 D. i) Should be discussed during staff interactions
- 4 D. ii) This can be discussed in a casual manner during FGD with children
- 4 D. iii) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 D. iv) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 D. v) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 D. vi) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 D. vii) these can be discussed in a casual manner during FGD with children and staff interactions
- 4 D. viii) Should be discussed during staff interactions

4 E. Clothing, Bedding, personal hygiene & other

4 E. i-ix) these can be discussed in a casual manner during FGD with children and staff interactions

4 F. Health Care & medical

4 F. i) this can be verified by looking at the individual child files and also during interactions with children and staff

4 F. ii) this can be verified by looking at the individual child health card etc. & the records/ files and also during interactions with children and staff

4 F. iii) this can be verified by looking at the attendance register and also during interactions with children and staff

4 F. iv) these can be discussed in a casual manner during FGD with children and staff interactions

4 F. v) these can be discussed during staff interactions and asking basic questions such as what will they do during a medical emergency, whom will they contact, what medicines can they provide to children etc

4 F. vi) this can be verified by looking at the individual child health card etc. & the records/ files and also during interactions with children and staff

4.G. Education

4.G. i-iv) This can be verified by looking at the individual child files and also during interactions with children and staff

4.G. v) This has to be verified by looking at documents concerning tie up for skill training with government/ NGO programmes/ ITIs etc.

4.G. vi) Should be discussed during staff interactions on the ways and means adopted at the Home for stimulating infants to learn through a play way learning process

4.H Preparation of Child Study Report (CSR) & Medical Examination Report (MER)

4.H i) this can be verified by looking at the attendance register or contract files

- 4.H ii) this can be verified by looking at the documents and individual files of children and also discuss during staff interactions
- 4.H iii) this can be verified by looking at the attendance register or contract files and looking at the documents and individual files of children and also discuss during staff interactions

5. Staff

The availability of required staff has a direct bearing on the quality of services to children. Kindly while taking information also try to look at the registers to verify the actual situation as stated.

- 5.A i) Norms as given in the Annexure II
 - 5.A ii) this can be verified by looking at the sanction letters and contract files
 - 5.A iii) Verify information from children especially about existing staff. Also for 5 A. vi) & vii).
 - 5.A iii) this can be verified by looking at the attendance register or contract files
 - 5.A iv) this can be compared by looking at the sanction letter, contract files and attendance register
 - 5.A v) this can be verified by looking at attendance register and personal file of each staff
 - 5.A vi) this can be verified looking at place of stay
 - 5.A vii) these can be discussed in a casual manner during FGD with children and staff interactions
- 5 B. Norm of staff list for CCIs, Ujjwala Homes, SAA attached in Annexure II.

Write Not Applicable - N/A for norms not fitting for particular kind of Home.

6. Physical Infrastructures

The physical infrastructures are details that should be physically verified. For example when shared about teaching materials, medical care equipments etc – all these should be physically verified and looked at with details as to the conditions, expiry or being used ever and such details can be mentioned in the remarks column.

If the CCI/home Infrastructure is not as per the norms, the reasons for the same have to be specifically mentioned in remarks columns. For eg. If the home is not well constructed or there are not enough rooms for children, mention reasons for the same in the remarks column.

6 A. Accommodation

6 A Refer Annexure II for standards.

Kindly add kitchen in the list of infrastructures

6A. i-xvi) this can be physically verified.

6.B. Additional Details

6B. i) can be verified with supportive documents

6B. ii) these can be physically verified

6B. iii-xi) this can be physically verified and also during interactions with staff and children as applicable

6B. xi) d) this can be verified looking at the guidelines

6B. xii-xix) this can be physically verified and also during interactions with staff and children as applicable

6 B. xviii) kindly ask whether there is provision for garbage collection, segregation and disposal

6 B. xx-xxiv) these are especially for SAAs

7. Procedures

7.A. Adherence to Juvenile Justice (Act & Rules) Procedure

Verify each and every report mentioned in 7 A including documents related to production before CWC/JJB, Social investigation Report (SIR), reports to trace biological families, Individual Care Plans (ICP), parent-child interaction meetings, admission register and any other documents related to procedures under the JJ Act.

ix) Verify the same on line with the help of home staff.

7 B. i & ii) Verify with the reports and related documents.

i-c) Initial reports of interaction with the child to be obtained from the counseling reports of the child.

7 B. ii) all records to be verified

8. Adoption Performance

Verify with the related/ relevant document and refer to the CARA norms in Annexure - II

Eg. - 8A (i) whether the agency (SAA) uploads CSR, MER within 7-10 days in CARINGS after the child is declared legally free for adoption. Kindly verify the same online in CARINGS with the help of SAA staff.

9. Financial Transparency

9. (iv) Verify the audited documents; check CA No. on the seal and Audit note/letter.

(viii) “Child Care Corpus” means the corpus fund maintained by the Specialised Adoption Agency into which child care and adoption related expenses are contributed by the adoptive parents

10. Verify by checking and collecting the concerned documents as per Annexure B V)

11. Linkages and Coordination

i) Verify with the reports/ documents.

i) A), f), L) if the organization has provision for one or some part of the options kindly detail it in the remarks column.

iii) Specify in remark column.

Feedback from children

Feedback session involves the Focus Group Discussion (FGD) with children. The number of children can vary from 10 – 15.

The FGD with children will cover the following sections –

- Child Care facilities (4 A i) – ix)
- Prevention and protection from abuse (4B iii) & iv)
- Daily Routine (4C ii) & iii)
- Nutrition (Meals/diets) (4D ii), iv) - vii)
- Clothing bedding, personal hygiene & others (4E i) – v) & vii)
- Health care and medical (4F i) – iv)
- Education 4G – children can be asked whether vocational training, life skill education, referral for skill training outside the home etc. are being provided. Kinds of education being provided in home can also be discussed with them wherein nomenclature is avoided and instead the description of the type of education is used for enquiry such as eg. For formal education – “do you all attend a school where only children from your home study or instead do you go to school with other children from other families, places etc.”
- 4 H is not to be covered under this focused group discussion as it refers only to SAAs.
- Staff - 5 A. iii) Verify information from children especially about existing staff. Also for 5 A. vi) & vii).
- 6 B iii) & vi) can be verified from children. They can be asked whether the menu, daily activity chart are known to them and displayed. Also whether internet connection and computer is available and accessible to the children.
- 6 B viii) & ix) It can be verified from children whether their facilities for bathing, sleeping etc. are separate from staff facilities or not and also whether there is any special transportation facility arranged for children to attend school, training etc. outside the campus.

- 6 B xi) c) & d) especially needs to be verified by children regarding whether they are given prior information regarding visitors and whether staff and visitors have access to the sleeping and bathing areas of children. This verification should also be done for 6 B xii) – xix).
- 6 B xx) – xxiv) is not to be covered under this focused group discussion as it refers only to SAAs.
- 7 A there should be a general discussion with the children regarding contact with their families, whether the staff have tried to ascertain their likes, dislikes, dreams, etc. and whether they have been taken to meet the Child Welfare committee(CWC) or Juvenile Justice Board (JJB) as applicable. Children can also be asked whether instances of children running away or death have occurred and if so what the reasons were for the same.
- 11 there should be a general discussion with the children regarding the programme in the home including whether teachers come in from outside to take special classes and also whether the children are taken outside the home for workshops, outings, skill building, counseling etc.

Annexure – II

Compendium - Standards and Norms: Relevant Section and Rules for Referral

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
Section 8- JJ Act, 2000	Observation Home:-	<p>(1) Any State Government may establish and maintain either by itself or under an agreement with voluntary organizations, observation homes in every district or a group of district, as may be required for the temporary reception of any juvenile in conflict with law during the pendency of any inquiry regarding them under this Act.</p> <p>(2) Where the State Government is of opinion that any institution other than a home established or maintained under sub-section (1), is fit for the temporary reception of juvenile in conflict with law during the pendency of any inquiry regarding them under this Act, it may certify such institution as an observation home for the purpose of this Act.</p> <p>(3) The State Government may, by rules made under this Act, provide for the management of observation homes, including the standards and various types of services to be provided by them for rehabilitation and social integration of a juvenile and the circumstances under which, and the manner in which, the certification of an observation home may be granted or withdrawn.</p> <p>(4) Every juvenile who is not placed under the charge of parent or guardian and is sent to an observation home shall be initially kept in a reception unit of the observation home for preliminary inquiries, care and classification for juveniles according to his age group, such as seven to twelve years, giving due considerations to physical and mental status and degree of the offence committed, for further induction into observation home</p>	2 A (iii)
Section 47(1) – JJ Act 2015			

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
Section 9 – JJ Act, 2000		Special Home:- (1) Any State Government may establish and maintain either by itself or under an agreement with voluntary organizations, special homes in every district or a group of districts, as may be required for reception and rehabilitation of juvenile in conflict with law under this Act.
Section 48 (1) JJ Act - 2015		(2) Where the State Government is of opinion that any institution other than a home established or maintained under sub-section (1), is fit for the reception of juvenile in conflict with law to be sent there under this Act, it may certify such institution as a special home for the purposes of this Act. (3) The State Government may, by rules made under this Act, provide for the management of special homes, including the standards and various types of service to be provided by them which are necessary for re-socialization of a juvenile, and the circumstances under which, and the manner in which, the certification of a special home may be granted or withdrawn. (4) The rules made under sub-section (3) may also provide for the classification and separation of juvenile in conflict with law on the basis of age and the nature of offences committed by them and his mental and physical status.
Section 34, JJ Act 2000		Children's homes.- (1) The State Government may establish and maintain either by itself or in association with the voluntary organizations, children's homes, in every district or group of districts, as the case may be, for the reception of child in need of care and protection during the pendency of any inquiry and subsequently for their care, treatment, education, training, development and rehabilitation.
Section 50 (1) JJ Act 2015		(2) The State Government may, by rules made under this Act, provide for the management of children's homes including the standards and the nature of services to be provided by them, and the circumstances under which, and the manner in which, the certification of a children's home or recognition to a voluntary organization may be granted or withdrawn.
		2 A (iii)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
		(3) Without prejudice to anything contained in any other law for the time being in force, all institutions, whether State Government run or those run by voluntary organisations for children in need of care and protection shall, within a period of six months from the date of commencement of the Juvenile Justice (Care and Protection of Children) Amendment Act, 2006, be registered under this Act in such manner as may be prescribed.
Section 35, JJ Act 2000 Section 54, JJ Act 2015		<p>Inspection :-</p> <p>(1) The State Government may appoint inspection committees for the children's homes (hereinafter referred to as the inspection committees) for the State, a district and city, as the case may be, for such period and for such purposes as may be prescribed. (2) The inspection committee of a State, district or of a city shall consist of such number of representatives from the State Government, Committee, voluntary organizations and such other medical experts and social workers as may be prescribed.</p>
36		<p>Social auditing:-</p> <p>The Central Government or State Government may monitor and evaluate the functioning of the Children's homes at such period and through such persons and institutions as may be specified by that Government.</p>
37		<p>Shelter homes:-</p> <p>(1) The State Government may recognise reputed and capable voluntary organizations and provide them assistance to setup and administer as many shelter homes for juveniles or children as may be required. (2) The shelter homes referred in sub-section (1) shall function as drop-in-centres for the children in the need of urgent support who have been brought to such homes through such persons as are referred to in sub-section (1) of section 32. (3) As far as possible, the shelter homes shall have such facilities as may be prescribed by the rules.</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
Section 48 JJ Act, 2015	16	<p>Institutions for juveniles in conflict with law. –</p> <p>(1) The State Government or the voluntary organisation recognised by that State Government shall set up separate observation homes or special homes for boys and girls.</p> <p>(2) The observation homes or special homes shall set up separate residential facilities for boys and girls up to 12 years, 13-15 years and 16 years and above.</p> <p>(3) Every institution shall keep a copy of the Act, the rules made by the Central Government and the State rules if any, for use by staff, juveniles and children residing therein.</p> <p>(4) The State Governments in collaboration with civil society shall develop and make available simplified and child friendly versions of the Act and the rules in regional languages.</p> <p>(5) All facilities and services for juveniles in conflict with law shall be made available and maintained as per the provisions of the Act and the State rules. In case the State rules have not been notified, the provisions of these rules shall apply.</p>	
Section 50, JJ Act 2015	29	<p>Children's Homes. –</p> <p>(1) The State Government itself or in association with voluntary organizations, shall set up separate homes for children in need of care and protection, in the manner specified below-</p> <p>(a) all children's homes shall be registered as child care institutions under sub-section (3) of section 34 of the Act and rule 71 of these rules;</p> <p>(b) all children's homes shall be certified as per the procedure laid down in rule 70; (c) all children's homes shall report to the concerned Committee about every child in need of care and protection received by them;</p> <p>(d) children of both sexes below ten years may be kept in the same home but separate facilities shall be maintained for boys and girls in the age group 5 to 10 years;</p> <p>(e) every children's home shall include separate facilities for children in the age group of 0-5 years with appropriate facilities for the infants;</p> <p>(f) Separate children's homes shall be set up for boys and girls in the age group 10 to 18 years;</p> <p>(g) Children in the age group of 10 to 18 shall be further segregated into two groups of 10 to 15 years and 15 to 18 years.</p>	2 A (iii)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
		<p>(2) Each children home shall be a comprehensive child care centre with the primary objective to promote an integrated approach to child care by involving the community and local Non Governmental Organisations through the Management Committee set up under rule 55 of these rules and the District Child Protection Unit or State Child Protection Unit or the State Government shall make an annual performance review of functioning of the children's homes.</p> <p>(3) The activities of such centre shall focus on:</p> <p>(a) preparing and following individual care plans for every child, with rights based approach, specifically addressing the child's physical and mental health, emotional needs, education, skill development, protection and special needs if any;</p> <p>(b) family based non-institutional services, such as, foster family care, adoption and sponsorship;</p> <p>(c) specialized services in situations of conflict or disaster and for juvenile or children affected by terminal or incurable disease to prevent neglect by providing family counselling, nutrition, health interventions, psycho-social interventions and sponsorship;</p> <p>(d) Emergency outreach service through childline (Toll free Help Line No. 1098);</p> <p>(e) linkages with Integrated Child Development Services to cater to the needs of children below six years;</p> <p>(f) linkages with organizations and individuals who can provide support services to children; and</p> <p>(g) Opportunities to volunteers willing to provide various services for children.</p>
	30	<p>Shelter Homes. –</p> <p>(1) For children in urgent need of care and protection, such as street children and run-away children, the State Government shall support creation of requisite number of shelter homes or drop-in- centres through the voluntary organizations.</p> <p>(2) Shelter homes shall include:</p> <p>(g) short-stay homes for children needing temporary shelter, care and protection for a maximum period of one year;</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(h) transitional homes providing immediate care and protection to a child for a maximum period of four months,</p> <p>(i) 24 hour drop-in-centres for children needing day care or night shelter facility.</p> <p>(3) The shelter homes or drop-in-centres shall have the minimum facilities of boarding and lodging, besides the provision for fulfilment of basic needs in terms of clothing, food, health care and nutrition, safe drinking water and sanitation.</p> <p>(4) There shall be separate shelter homes for girls and boys as per rule 40(2) (d) of these rules.</p> <p>(5) All shelter homes shall provide requisite facilities for education, vocational training, counselling and recreation or make arrangements for it in collaboration with voluntary organizations or corporate sector.</p> <p>(6) The Committee, Special Juvenile Police Units, public servants, Childlines, voluntary organizations, social workers and the children themselves may refer a child to such shelter homes.</p> <p>(7) All shelter homes shall submit a report of children using the shelter home facility along with a photograph of the child to the Committee, the missing persons bureau or special juvenile police unit and the District Child Protection Unit or the State Child Protection Unit.</p> <p>(8) The requirements of producing a child received by a shelter home before the Committee, inquiry and disposal under sections 32, 33, 38 and 39 of the Act shall apply only to shelter homes other than drop-in-centres as specified in rule 30(2)(c) of these rules.</p> <p>(9) The services of Officer-in-charge, child welfare officer and social worker shall be provided for the proper care, protection, development, rehabilitation and reintegration needs of children in shelter homes.</p> <p>(10) No child shall ordinarily stay in a short stay home for more than a year except in special circumstances with the approval of the Committee.</p>	2 A (iii)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		States That	Reference to the Format
Section	Rule	States That	
Section 2 (5) of JJ Act 2015	38	<p>After Care Organisation.—</p> <p>(1) The State Government shall set up an after care programme for care of juveniles or children after they leave special homes and children's homes with the objective to facilitate their transition from an institution-based life to mainstream society for social re-integration.</p> <p>(2) After care programmes shall be made available for 18-21 year old persons, who have no place to go to or are unable to support themselves, by the District or State Child Protection Units in collaboration with voluntary organizations for the purpose of section 44 of the Act and this rule.</p> <p>(3) Once the Board or the Committee passes an order in Form XIX for placing a juvenile or a child completing 18 years of age under the aftercare programme, a copy of such order shall be sent to the District and the State Child Protection Unit and the State Government, who shall be responsible for arranging after care.</p> <p>(4) The Board or the Committee shall have jurisdiction over persons placed in after care programme.</p> <p>(5) The objective of these organisations shall be to enable such children to adapt to the society and during their stay in these transitional homes these children will be encouraged to move away from an institution-based life to a normal one.</p> <p>(6) The key components of the programme shall include:-</p> <p>(a) community group housing on a temporary basis for groups of young persons aged 18-21 years;</p> <p>(b) encouragement to learn a vocation or gain employment and contribute towards the rent as well as the running of the home;</p> <p>(c) encouragement to gradually sustain themselves without state support and move out of the group home to stay in a place of their own after saving sufficient amount through their earnings;</p> <p>(d) Provision for a peer counsellor to stay in regular contact with these groups to discuss their rehabilitation plans and provide creative outlets for their energy and to tide over crisis periods in their life.</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(7) During the course of vocational training a stipend may be provided till such time that the youth gets employment.</p> <p>(8) Loans may be arranged for the youth in an aftercare programme aspiring to set up entrepreneurial activities on the basis of an application made by them and due verification of the need for such a loan, and necessary professional advice and training shall be made available to the youth in the aftercare programme in this regard.</p> <p>(9) The structure shall include 6 to 8 youths in each group home who may opt to stay together on their own and one peer counsellor for a cluster of five group homes.</p>	
	40	<p>Physical infrastructure.—</p> <p>(1) The homes for juveniles in conflict with law and children in need of care and protection shall function from separate premises.</p> <p>(2) The accommodation in each institution shall be as per the following criteria, namely:-</p> <p>(a) Observation Home:</p> <p>(i) Separate observation homes for girls and boys;</p> <p>(ii) Classification and segregation of juveniles according to their age group preferably 7-11 years, 12-16 years and 16-18 years, giving due consideration to physical and mental status and the nature of the offence committed.</p> <p>(b) Special Home:</p> <p>(i) Separate special homes for girls above the age of 10 years and boys in the age groups of 11 to 15 and 16 to 18 years;</p> <p>(ii) Classification and segregation of juveniles on the basis of age and nature of offences and their mental and physical status</p>	4 A (iii) (v)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
		<p>(c) Children's Home:</p> <p>(i) While children of both sexes below 10 years can be kept in the same home, separate bathing and sleeping facilities shall be maintained for boys and girls in the age group of 5-10 years;</p> <p>(ii) Separate children's homes for boys and girls in the age group of 7-11 and 12- 18 years;</p> <p>(iii) Separate facilities for children in the age group of 0-5 years with appropriate facilities for infants.</p> <p>(d) Shelter Home:</p> <p>(i) Separate shelter homes for girls and boys;</p> <p>(ii) Separate shelter homes for girls above the age of 10 years and boys in the age groups of 11 to 15 and 16 to 18 years.</p> <p>(3) The norms for building or accommodation for an institution with 50 juveniles or children shall be as under:</p>	
	1	2 Dormitories	Each 1000 Sq. ft. for 25 juveniles/children i.e. 2000 Sq. ft.
	2	2 Classrooms	300 Sq. ft. for 25 juveniles/children i.e. 600 Sq. Ft
	3	Sickroom/First aid room	75 Sq. ft. per juvenile/children for 10 i.e. 750 Sq. ft.
	4	Kitchen	250 Sq. ft.
	5	Dining Hall	800 Sq. ft.
	6	Store	250 Sq. ft.
	7	Recreation room	300 Sq. ft.
	8	Library	500 Sq. ft.
	9	5 bathrooms	25 Sq. ft. each i.e. 125 Sq. ft.
	10	8 toilets/latrines	25 Sq. ft. each i.e. 200 Sq. Ft

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
	11	Office rooms	(a) 300 Sq. ft. (b) Superintendent's room 200 sq. Ft
	12	Counselling and guidance room	120 Sq. ft.
	13	Workshop	1125 Sq. ft. for 15 juvenile @75 Sq. ft. per trainee
	14	Residence for Superintendent	(a) 2 rooms of 250 Sq. ft. each (b) Kitchen 75 Sq. ft. (c) bathroom cum Toilet/latrine 50 Sq. Ft
	15	2 Rooms for Juvenile Justice Board/Child Welfare Committee	300 Sq. ft. each i.e. 600 Sq. ft.
	16	Play ground	Sufficient area according to the total number of juveniles or children Total
	Total		8495 Sq. ft.
		(4) The Superintendent shall stay within the institution and be provided with quarters and in case he is not able to stay in the home for legitimate reasons (to be permitted by Director, Child Protection), any other senior staff member of the institution shall stay in the institution and be in a position to supervise the overall care of the children or juveniles and, take decisions in the case of any crisis and emergency. (5) (i) the standards of accommodation as per the norms laid down in rule 40(2) shall be observed to the extent possible and shall include a minimum of following facilities : (a) Dormitory: 40 Sq. ft. per juvenile or child (b) Classroom: 300 Sq. ft for 25 juvenile or child (c) Workshop: 75 Sq. ft. per juvenile or child (d) Play ground: Sufficient play ground area shall be provided in every institution according to the total number of juveniles in institution (ii) there shall be proper and smooth flooring for preventing accidents.	4 A (iii) (v)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(iii) there shall be adequate lighting, ventilation, heating and cooling arrangements, safe drinking water and clean toilets, in terms of gender, age appropriateness and accessibility.</p> <p>(iv) all institutions under the Act shall make provision of first aid kit, fire extinguishers in kitchen, dormitories, store rooms, counselling room, periodic review of electrical installations, proper storage and inspection of articles of food stuffs, stand-by arrangements for water storage and emergency lighting.</p> <p>(6) The Observation homes and special homes shall be child-friendly and in no way shall they look like a jail or lock-up.</p>	
	41	<p>Clothing and Bedding.—</p> <p>The clothing and bedding shall be as per the scale and climatic conditions. The requirements of each juvenile or child and the minimum standards for clothing and bedding are laid down in Schedule-I of this document.</p> <p>SCHEDULE – I</p> <p>Clothing, bedding, toiletries and other articles</p> <p>(1) Juveniles or children shall be provided with the following articles:</p> <p>Bedding</p> <p>S.No. Article Quantity to be provided per child</p> <ol style="list-style-type: none"> 1. Towels 4 per Year 2. Cotton Bed Sheets 2 per 2 Year 3. Pillow (Cotton stuffed) 1 per 2 Year 4. Pillow Covers 2 per 2 Year 5. Woolen blankets 2 per 2 years 	4 E.

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
	<p>6. Cotton Durry 2 per 2 years</p> <p>7. Cotton filled quilt 1 per 2 years (in cold regions)</p> <p>8. Mattress 1 per 2 years</p> <p>9. Mosquito Net 1 per 2 years</p> <p>Clothing for girls</p> <p>1. Skirts & Blouse or Salwar Kameez or Half Sari with blouses and petticoats 5 sets per year for girls depending on age and regional preferences</p> <p>2. Banyans (1 Metre each) 6 per year for younger girls</p> <p>3. Brassieres 6 per year for older girls</p> <p>4. Panties (1 Metre Cloth each) 6 per year</p> <p>5. Sanitary Towels 12 packs per year for older girls</p> <p>6. Woolen Sweaters 2 in 2 years (in cold regions)</p> <p>7. Woolen Shawls 1 in 2 years (in cold regions)</p> <p>Clothing for boys</p> <p>1. Shirts 5 sets per year</p> <p>2. Shorts 5 sets per year for younger boys</p> <p>3. Pants 5 sets per year for older boys</p> <p>4. Vest 4 sets per year</p> <p>5. Underwear 4 sets per year</p> <p>6. Woolen Jerseys 2 in 2 years (for cold regions)</p> <p>7. Scarfs 2 in 2 years (for cold regions)</p>		

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
	<p>Miscellaneous Articles</p> <ol style="list-style-type: none"> 1. Slippers 1 pair per year 2. Shoes 1 pair per year 3. School Uniform 2 sets per year for children attending outside schools 4. School Shoes 1 pair per year for children attending outside schools 5. School Bag and Stationery 1 set per year for children attending outside schools 6. Handkerchiefs 6 per year <p>Note:</p> <p>a) In addition to the clothing specified above, each child shall be provided, once in three years, with a suit consisting of one white shirt, one pair of Khaki shorts or pants, one pair of white canvas shoes and one blazer (for cold regions) for use during ceremonial occasions. In the case of girls it shall be one white half sari or one salwar kameez or one white skirt and one white blouse, a pair of white canvas shoes and a blazer (for cold regions).</p> <p>(2) In every hospital attached to the institution where there is provision for in-patient cots, the following scale has to be followed:</p> <p>Night clothing & bedding Scale for supply</p> <ol style="list-style-type: none"> 1 Mattress One per bed per 3 years 2 Cotton Bed Sheets Four per bed per year 3 Pillows One per bed per two year 4 Pillow Covers Four per bed per year 5 Woollen blankets One per bed per 2 years 6 Pyjamas and loose shirts (Hospital type for boys) 3 pairs per child per year 7 Skirts and blouses or salwar kameez for girls 3 pairs per child per year 8 Cotton durry One per bed per three years 	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		
Section	Rule	States That
		<p>Note:</p> <p>(i) When a child is admitted as an in-patient in the institution Hospital, the Institution Doctor shall issue the in-patient with the hospital clothing, the clothes on body being preserved, duly washed and handed back, at the time of the child's discharge from the hospital.</p> <p>(ii) Each child shall be provided with Kit Box or a Locker, as per convenience and necessity.</p> <p>(iii) The Superintendent shall make arrangements for two-tier bed system in place of conventional cots, as per convenience and necessity.</p> <p>(3) Toiletry: Every resident of the Home shall be issued with oil, soap, and other material for in accordance with the following scales:</p> <ul style="list-style-type: none"> - Hair oil for grooming the hair 100 mls per month - Toilet soap or carbolic soap 1 large bar per month - 1 Brush per 3 months - 50 gms paste per month - Comb 1 per year <p>Note:</p> <p>(a) For washing of cloth and towels, bed-sheet etc., the following scale may be followed:</p> <p>(i) Washing Soap 1 soap for one month (125 gms)</p> <p>(ii) Whitening/bleaching agent to the extent required only for white clothing</p> <p>Provided, however, the hospital clothing is not mixed with other clothing at the time of washing and if necessary, the Superintendent can issue the above items separately for washing of hospital clothing.</p> <p>(b) The children attending school outside the institution may be issued with one additional bar of washing soap (100 gms) per head per month for washing their school uniform.</p> <p>(4) The following items shall be provided for maintaining the Homes in a healthy and sanitary condition:</p>
		Reference to the Format

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
		<p>Item and Scale of supply</p> <p>(1) Broom Stick 25 to 40 Nos per month depending on the area of the institution</p> <p>(2) DDT spray As per the institution Doctor's advice</p> <p>(3) Effective bugs killing agent as required</p> <p>(4) Phenyl and cleaning acid (daily) Depending on the area of lavatories to be cleaned as per institution Doctor's advice</p>
	42	<p>Sanitation and Hygiene.—</p> <p>Every institution shall have the following facilities, namely:-</p> <p>(a) sufficient treated drinking water; water filters shall be installed;</p> <p>(b) sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises;</p> <p>(c) proper drainage system;</p> <p>(d) arrangements for disposal of garbage;</p> <p>(e) protection from mosquitoes by providing mosquito nets;</p> <p>(f) annual pest control;</p> <p>(g) sufficient number of well-lit and airy toilets in the proportion of at least one toilet for seven children;</p> <p>(h) sufficient number of well-lit and airy bathrooms in the proportion of at least one bath room for ten children;</p> <p>(i) sufficient space for washing;</p> <p>(j) clean and fly-proof kitchen and separate area for washing utensils;</p> <p>(k) sunning of bedding and clothing;</p> <p>(l) Maintenance of cleanliness in the Medical Centre.</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
	43	<p>Daily Routine.—</p> <p>(1) Every institution shall have a daily routine for the juveniles or children developed in consultation with the Children's Committees, which shall be prominently displayed at various places within the institution.</p> <p>(2) The daily routine shall provide, inter alia, for a regulated and disciplined life, personal hygiene and cleanliness, physical exercise, yoga, educational classes, vocational training, organized recreation and games, moral education, group activities, prayer and community singing and special programmes for Sundays and holidays.</p>	
	44	<p>Nutrition and Diet Scale.— (Schedule II)</p> <p>The following nutrition and diet scale shall be followed by the institutions, namely:—</p> <p>(a) the children shall be provided four meals in a day including breakfast;</p> <p>(b) the menu shall be prepared with the help of a nutritional expert or doctor to ensure balanced diet and variety in taste as per the minimum nutritional standard and diet scale set out in Schedule II of these rules;</p> <p>(c) every institution under this Act shall strictly adhere to the minimum nutritional standard and diet scale specified in Schedule II;</p> <p>(d) Juveniles or children may be provided special meals on holidays and festivals; (e) infants and sick juveniles or children shall be provided special diet according to the advice of the doctor on their dietary requirement.</p>	4 D. (i) (ii) (iii)
		SCHEDULE – II	
		Nutrition and Diet Scale (rule 44)	
		Name of the articles of diet	Scale per head per day
	(1)	Rice/Wheat/Ragi/Jowar	600 Gms, (700 Gms for 16-18 yrs age) of which atleast 100 gms to be either Wheat or Ragi or jowar
			Jowar
	(2)	Dal/ Rajma/ Chana	120 Gms
	(3)	Edible Oil	25 Gms

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
	(4)	Onion	25 Gms
	(5)	Salt	25 Gms
	(6)	Turmeric	05 Gms
	(7)	Coriander Seed Powder	05 Gms
	(8)	Ginger	05 Gms
	(9)	Garlic	05 Gms
	(10)	Tamarind/ Mango powder	05 Gms
	(11)	Milk (at breakfast)	150 ml
	(12)	Dry Chillies	05 Gms
	(13)	Vegetables Leafy	100 Gms
		Non-leafy	130 Gms
	(14)	Curd or Butter Milk	100 Gms/MI
	(15)	Chicken once a week or Eggs 4 days	115 Gms
	(16)	Jaggery & Ground Nut Seeds or Paneer (veg-etarian only)	60 Gms each (100 Gms for paneer) Once in a week
	(17)	Sugar	40 Gms
		Following items for 50 Children per day	
	(18)	Pepper	25 Gms
	(19)	Jeera Seeds	25 Gms
	(20)	Black Gramdall	50 Gms
	(21)	Mustard Seeds	50 Gms
	(22)	Ajwain Seeds	50 Gms
		On Chicken Day for 10 Kg. of Chicken	
	(23)	Garam Masala	10 Gms
	(24)	Kopra	150 Gms
	(25)	Khas Khas	150 Gms
	(26)	Groundnut Oil	500 Gms
		For Sick Children	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			Reference to the Format
Section	Rule	States That	
	(27)	Bread 500 Gms	
	(28)	Milk 500 MI	
	Other Items		
	(29)	LP Gas for Cooking only	
	Instructions:		
	(2)	Variation in Diet	
	(a)	Three varieties of dal i.e., Toor (Tuvari), Moong (Green Gram) and Chana (Bengal Gram) may be issued alternatively.	
	(b)	The Superintendent may also arrange to substitute chicken with fish at his discretion, provided that there is no extra expenditure to Government.	
	(c)	On non-vegetarian days, vegetarian children shall be issued with either 60 Gms of Jaggery and 60 Gms of Groundnut seeds per head in the shape of laddus or any other sweet dish or 100 gms paneer.	
	(d)	Potatoes shall be issued in lieu of vegetables once in a week.	
	(e)	Leafy vegetables such as Fenugreek (Methi), Spinach (Palak), Sarson (Mustard leaves) Gongura Thotakura or any other saag etc., may also be issued once in a week. If a kitchen garden is attached to any institution leafy vegetables, in addition to drumstick trees, curry leaves trees and coriander leaves, should be grown and issued and the Superintendent should try to issue a variety of vegetables and see that the same vegetable is not repeated for at least a period of one week.	
	(f)	The Superintendent may make temporary alternations in the scale of diet in individual cases when considered necessary by him, or on the institution Doctor's advice subject to the condition that the scale laid down is not exceeded.	
	(3)	Meal Timing and Menu:	
	a)	Breakfast after 8:00 am	
	(i)	Upma or chapattis made of Wheat or Ragi or any other dish.	
	(ii)	Chutneys from Gongura or fresh curry leave or fresh coriander or Coconut and Putnadal etc., dal/vegetable may be issued as a dish.	
	(iii)	Milk	
	(iv)	Any seasonal fruit in sufficient quantity	

Section	Rule	States That	Reference to the Format
<p align="center">THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007</p>	<p>b) Lunch at 1:00 P.M. and Dinner After 7:00 P.M.</p> <p>(i) Rice/ Chapattis or combination of both</p> <p>(ii) Vegetable Curry</p> <p>(iii) Sambar or Dal</p> <p>(iv) Butter Milk or curd</p> <p>(4) Others:</p> <p>(a) Depending on the season, the Superintendent shall have the discretion to alter the time for distribution of food .</p> <p>(b) On the advise of the Institution Doctor, every sick child who is prevented from taking regular food, on account of his ill-health, may be issued with medical diet, as indicated in diet scale.</p> <p>(c) Extra diet for nourishment like milk, eggs, sugar and fruits shall be issued to the children on the advice of the institution Doctor in addition to the regular diet, to pick up weight or for other health reasons and for the purpose of calculation of the daily ration, the sick children shall be excluded from the day's strength.</p> <p>(d) On the following national and festival occasions, sweet dishes may be distributed to all the children at the Home at the rate fixed by the Commissioner, from time to time.</p> <ol style="list-style-type: none"> 1. Republic Day (26th January) 2. Ambedkar's Birthday (14th April) 3. Independence Day(15th August) 4. Mahatma Gandhi's Birth Day (2nd October) 5. Children's Day (14th November) 6. Child Rights Day (20th November) 7. Dussehra (Vijayadasami) 8. Deepavali 9. Ramzan (Id-UI-Fitr) 10. Bakrid (Id-UI-Zuha) 11. Christmas (25th December) <p>The States may specify additional festivals depending upon local preferences.</p>		

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
	45	<p>Medical Care.— Every institution shall:</p> <ul style="list-style-type: none"> (a) maintain a medical record of each juvenile or child on the basis of monthly medical check-up and provide necessary medical facilities; (b) ensure that the medical record includes weight and height record, any sickness and treatment, and other physical or mental problem; (c) have arrangement for the medical facilities, including a doctor on call available on all working days for regular medical check-ups and treatment of juveniles or children; (d) have sufficient medical equipments to handle minor health problems including first aid kit with stock of emergency medicines and consumables; (e) train all staff in handling first aid; (f) tie-up with local Primary Health Centre, government hospital, medical colleges, other hospitals, clinical psychologists and psychiatrists and mental health institutes for regular visits by their doctors and students and for holding periodic health camps within the institutions; (g) make necessary arrangements made for the immunization coverage; (h) take preventive measures in the event of outbreak of contagious or infectious diseases; (i) set up a system for referral of cases with deteriorating health or serious cases to the nearest civil hospital or recognised treatment centres; (j) keep sick children under constant medical supervision; (k) admit a juvenile or child without insisting on a medical certificate at the time of admission; (l) arrange for a medical examination of each juvenile or child admitted in an institution by the Medical Officer within twenty four hours and in special cases or medical emergencies immediately; (m) arrange for a medical examination of the juvenile or child by the Medical Officer at the time of transfer within twenty four hours before transfer; (n) not carry out any surgical treatment on any juvenile or child without the previous consent of his parent or guardian, unless either the parent or guardian cannot be found and the condition of the juvenile or child is such that any delay shall, in the opinion of the medical officer, involve unnecessary suffering or injury to the health of the juvenile or child, or otherwise without obtaining a written consent to this effect from the Officer-in-charge of the institution; 	4 F.
			4 F.

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(o) provide or arrange for regular counselling of every juvenile or child and ensure specific mental health interventions for those in need of such services, including separate rooms for counselling sessions within the premises of the institution;</p> <p>(p) refer such children who require specialized drug abuse prevention and rehabilitation programme, to an appropriate centre administered by qualified personnel where these programmes shall be adopted to the age, gender and other specifications of the concerned child.</p>	
	46	<p>Mental Health.—</p> <p>(1) A mental health record of every juvenile or child shall be maintained by the concerned institutions.</p> <p>(2) Both milieu based interventions that is creating an enabling environment for children and individual therapy are must for every child and shall be provided in all institutions.</p> <p>(3) The environment in an institution shall be free from abuse, allowing juveniles or children to cope with their situation and regain confidence.</p> <p>(4) All persons involved in taking care of the juveniles or children in an institution shall participate in facilitating an enabling environment and work in collaboration with the therapists.</p> <p>(5) Individual therapy is a specialized process and each institution shall make provisions for it as a critical mental health intervention.</p> <p>(6) Every institution shall have the services of trained counselors or collaboration with external agencies such as child guidance centres, psychology and psychiatric departments or similar government and non-governmental agencies, for specialized and regular individual therapy for every juvenile or child in the institution.</p> <p>(7) A mental health care plan shall be developed for every juvenile or child by the child welfare officers in consultation with mental health experts associated with the institution and integrated into the individual care plan of the concerned juvenile or child.</p> <p>(8) The recommendations of mental health experts shall be maintained in every case file and integrated into the care plan for every child.</p> <p>(9) All care plans shall be produced before the Management Committee set up under rule 55 of these rules every month and before the Child Welfare Committee every quarter.</p> <p>(10) No juvenile or child shall be administered medication for mental health problems without a psychological evaluation and diagnosis by appropriately trained mental health professionals.</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
	47	<p>Education.—</p> <p>(1) Every institution shall provide education to all juveniles or children according to the age and ability, both inside the institution or outside, as per the requirement.</p> <p>(2) There shall be a range of educational opportunities including, mainstream inclusive schools, bridge school, open schooling, non formal education and learning and input from special educators where needed.</p> <p>(3) Wherever necessary, extra coaching shall be made available to school going children in the institutions by encouraging volunteer services or tying up with coaching centers.</p>
	48	<p>Vocational Training.—</p> <p>(a) Every institution shall provide gainful vocational training to juveniles or children.</p> <p>(b) The institutions shall develop networking with Institute of Technical Instruction, Jan Shikshan Sansthan, Government and Private Organization or Enterprises, Agencies or nongovernmental organisations with expertise or placement agencies.</p>
	49	<p>Recreation facilities.—</p> <p>(1) A provision of guided recreation shall be made available to all juveniles or children in the institutions.</p> <p>(2) It shall include indoor and outdoor games, music, television, picnics and outings, cultural programmes and library.</p>
	50	<p>Institutional Management of juveniles or children.—</p> <p>(1) The following procedure shall be followed in respect of the newly admitted juveniles:</p> <p>(a) receiving and search;</p> <p>(b) disinfection and storing of juvenile's personal belongings and other valuables; (c) bath and haircut (unless prohibited by religion);</p> <p>(d) issue of toiletry items; new set of clothes, bedding and other outfit and equipment (as per scales);</p> <p>(e) medical examination and treatment where necessary and in case of every juvenile suspected to be suffering from contagious or infectious diseases, mental ailments or addiction;</p> <p>(f) segregation in specially earmarked dormitories or wards or hospitals in case of a child suffering from contagious disease requiring special care and caution; (g) attending to immediate and urgent needs of the juveniles like appearing in examinations, interview letter to parents, personal problems and verification by the Officer-in-charge of age of juvenile as per order of the Board.</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
		<p>(2) Every newly admitted juvenile or child shall be allotted a case worker from amongst the probation officers or child welfare officers or social workers or counsellors attached to the institutions or voluntary social workers or counsellors.</p> <p>(3) Every newly admitted juvenile shall be familiarized with the institution and its functioning and shall receive orientation in the following areas:</p> <ul style="list-style-type: none"> (a) personal health, hygiene and sanitation; (b) institutional discipline and standards of behaviour, respect for elders and teachers; (c) daily routine, peer interaction, optimum use of developmental opportunities; and (d) rights, responsibilities and obligations within the institution. <p>(4) The designated officer shall enter the name of the juvenile or child in the Admission Register and allocate appropriate accommodation facility.</p> <p>(5) The photograph shall also be taken immediately for records and the case worker or probation officer or welfare officer shall begin the investigation and correspondence with the person, the juvenile or child might have named.</p> <p>(6) The Officer-in-charge shall see that the personal belongings of the juvenile or child received by the institution is kept in safe custody and recorded in the Personal Belonging Register and the item must be returned to the juvenile or child when he leaves the institution.</p> <p>(7) The girl juvenile or child shall be searched by a female member of the staff, and with due regard to decency and dignity of the juvenile or child.</p> <p>(8) The educational level and vocational aptitude of the juvenile admitted, may be assessed on the basis of test and interview conducted by the teacher, the workshop supervisor and other technical staff and necessary linkages may also be established with outside specialists and community-based welfare agencies, psychologist, psychiatrist, child guidance clinic, hospital and local doctors, open school or Jan Sikshan Sansthan.</p> <p>(9) A case history of the juvenile or the child admitted to an institution shall be maintained as per Form XX, which shall contain information regarding his socio-cultural and economic background and these informations may invariably be collected through all possible and available sources, including home, parents or guardians, employer, school, friends and community.</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(10) A well conceived programme of pre-release planning and follow up of cases discharged from special homes shall be organized in all institutions in close collaboration with existing governmental and voluntary welfare organizations. (11) In the event of a juvenile or child leaving the institution without permission or committing an offence within the institution, the information shall be sent by the officer-in-charge of the concerned institution to the police and the family, if known; and the detailed report of circumstances along with the efforts to trace the juvenile or child where the juvenile or child is missing, shall be sent to the Board or Committee, as the case may be.</p> <p>(12) An individual care plan for every juvenile or child in institutional care shall be developed with the ultimate aim of the child being rehabilitated and re-integrated based on their case history, circumstances and individual needs and the individual care plan shall be based on following guidelines:</p> <p>(a) the Officer-in-charge, counsellor along with the child welfare officer or case worker, or social worker shall prepare an individual care plan for every child in an institution within one month of his admittance as per Form XXI;</p> <p>(b) all care plans shall include a plan for the juvenile's or child's restoration, rehabilitation, reintegration and follow-up;</p> <p>(c) the care plan shall be reviewed quarterly by the Management Committee set up under rule 55 of these rules for appropriate development and rehabilitation including options for release or restoration to family or foster care or adoption; (d) juveniles or children shall be consulted while determining their care plan;</p> <p>(e) Continuity of care plan shall be ensured in cases of transfer or repatriation or restoration.</p>	
	51	<p>Prohibited Articles.— No person shall bring into the institution the following prohibited articles, namely:</p> <p>(a) fire-arms or other weapons, whether requiring license or not (like knife, blades, lathi, spears and swords);</p> <p>(b) alcohol and spirit of any description;</p> <p>(c) bhang, ganja, opium or other narcotic or psychotropic substances;</p> <p>(d) tobacco; or</p> <p>(e) any other article specified in this behalf by the State Government by a general or special order.</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format
Section	Rule	States That
	52	<p>Articles found on search and inspection.—</p> <p>(1) The Officer-in-Charge shall see that every juvenile received in the institution is searched, his personal belongings inspected and money or any valuables found with the juvenile is kept in the safe custody of the Officer-in-Charge.</p> <p>(2) The girls shall be searched by a female member of the staff and both the girls and boys shall be searched with due regard to decency and dignity.</p> <p>(3) In every institution, a record of money, valuables and other articles found with a juvenile shall be maintained in the "Personal Belongings Register".</p> <p>(4) The entries made in the Personal Belongings Register, relating to each juvenile, shall be read over to juvenile in the presence of a witness, whose signature shall be obtained in token of the correctness of such entries and it shall be countersigned by the Officer-in-Charge.</p>
	54	<p>Maintenance of case file.—</p> <p>(1) The case file of each juvenile and child shall be maintained in the institution containing the following information:</p> <p>(a) report of the person or agency who produced the juvenile before the Board; (b) officer-in-charge's, probation officer's or child welfare officer's, counselor's and caseworkers reports;</p> <p>(c) information from previous institution;</p> <p>(d) report of the initial interaction with the juvenile, information from family members, relatives, community, friends and miscellaneous information;</p> <p>(e) source of further information;</p> <p>(f) observation reports from staff members;</p> <p>(g) regular health status reports from Medical Officer, drug de-addiction progress reports, progress reports vis-a-vis psychological counselling or any other mental health intervention, where applicable;</p> <p>(h) Intelligence Quotient (I.Q) testing, aptitude testing, educational or vocational tests;</p> <p>(i) social history;</p> <p>(j) summary and analysis by case-worker and Officer-in-charge;</p> <p>(k) instruction regarding training and treatment programme and about special precautions to be taken;</p> <p>(l) leave and other privileges granted;</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(m) special achievements and violation of rules, if any, ;</p> <p>(n) quarterly progress report;</p> <p>(o) individual care plan, including pre-release programme, post release plan and follow-up plan as prescribed in Form XXI;</p> <p>(p) leave of absence or release under supervision;</p> <p>(q) final discharge;</p> <p>(r) follow-up reports;</p> <p>(s) annual photograph;</p> <p>(t) case history duly filled in prescribed Form XX;</p> <p>(u) follow-up report of post release cases as per direction of the competent authority if any; and</p> <p>(v) Remarks.</p> <p>(2) All the case files maintained by the institutions and the Board or Committee shall, as far as possible, be computerised and networked so that the data is centrally available to the State and the District Child Protection Unit and the State Government.</p>	
	55	<p>Management Committee.—</p> <p>(1) Every institution shall have a Management Committee for the management of the institution and monitoring the progress of every juvenile and child.</p> <p>(2) In order to ensure proper care and treatment as per the individual care plans, a juvenile or child shall be grouped on the basis of age, nature of offence or kind of care required, physical and mental health and length of stay order.</p> <p>(3) The Management Committee shall consist of the following personnel:</p> <p>District Child Protection Officer - Chairperson</p> <p>Officer-in-charge - Member-Secretary Probation Officer</p> <p>Child Welfare Officer or Case Worker - Member</p> <p>Medical Officer - Member</p> <p>Psychologist or Counsellor - Member</p> <p>Workshop Supervisor or Instructor in Vocation - Member</p> <p>Teacher - Member</p> <p>Social Worker of CWC/JJB - Member</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		
Section	Rule	States That
		<p>A juvenile or child representative from each of the Children's Committees (on a monthly rotation basis to ensure representation of juveniles or children from all age groups) - Member</p> <p>(4) In the districts where District Child Protection Unit is not constituted the District Magistrate or Collector or his nominee shall be the Chairperson of this Committee.</p> <p>(5) Where voluntary organizations are involved in providing professional and technical services like education, vocational training, psychosocial care, mental health intervention and legal aid, the Management Committee may invite a representative of such voluntary organizations as a special invitee to the Management Committee meetings.</p> <p>(6) (a) The Management Committee shall meet every month to consider and review—</p> <ul style="list-style-type: none"> (i) custodial care or care in the institution, housing, area of activity and type of supervision or interventions required; (ii) medical facilities and treatment; (iii) food, water, sanitation and hygiene conditions; (iv) mental health interventions with the juveniles and children; (v) individual problems of juveniles and children, provision of legal aid services and institutional adjustment, leading to the quarterly review of individual care plans; (vi) vocational training and opportunities for employment; (vii) education and life skills development programmes; (viii) social adjustment, recreation, group work activities, guidance and counselling; (ix) review of progress, adjustment and modification of residential programmes to the needs of the juveniles and children; (x) planning post-release or post-restoration rehabilitation programme and follow up for a period of two years in collaboration with aftercare services; (xi) pre-release or pre-restoration preparation; (xii) release or restoration; (xiii) post release or post-restoration follow-up; (xiv) minimum standards of care, including infrastructure and services available; (xv) daily routine; (xvi) community participation and voluntarism in the residential life of children such as education, vocational activities, recreation and hobby; (xvii) oversee that all registers as required under the Act and rules are maintained by the institution, check and verify these registers, duly stamped and signed in the monthly review meetings;
		<p>2 C. (i) (ii)</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		
Section	Rule	States That
Section	Rule	Reference to the Format
		<p>(xviii) matters concerning the Children's Committees;</p> <p>(xix) any other matter which the Officer-in-Charge may like to bring up.</p> <p>(b) The officer-in-charge or child welfare officer shall file a quarterly progress report of every juvenile or child in the case file and send a copy to the District Child Protection Unit and Board or Committee, as the case may be.</p> <p>(7) The Management Committee shall set up a complaint and redress mechanism in every institution and a Children's Suggestion Box shall be installed in every institution at a place easily accessible to juveniles and children away from the office set up and closer to the residence or rooms or dormitories of the children.</p> <p>(8) (a) The Children's Suggestion Box, whose key shall remain in the custody of the Chairperson of the Management Committee, shall be checked every week by the Chairperson of the Management Committee or his representative from District Child Protection Unit, in the presence of the members of the Children's Committees.</p> <p>(b) If there is a problem or suggestion that requires immediate attention, the Chairperson of the Management Committee shall call for an emergency meeting of the Management Committee to discuss and take necessary action.</p> <p>(c) The quorum for conducting the emergency meetings shall be five members, including two members of Children's Committees, Chairperson of the Management Committee, Member of Committee or the Board as the case may be and the Officer-in-Charge of the institution.</p> <p>(d) In the event of a serious allegation or complaint against the Officer-in-Charge of the institution, he shall not be part of the emergency meeting and another available member of the Management Committee shall be included in his place. (e) All suggestions received through the suggestion box and action taken as a result of the decisions made in the emergency meeting or action required to be taken shall be placed for discussion and review in the monthly meeting of the Management Committee.</p> <p>(9) A Children's Suggestion Book shall be maintained in every institution where the complaints and action taken by the Management Committee are duly recorded and such action and follow up shall be communicated to the Children's Committees after every monthly meeting of the Management Committee.</p> <p>(10) The Board or Committee shall review the Children's Suggestion Book at least once in three months.</p>

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		
Section	Rule	States That
	56	<p>Children's Committees.—</p> <p>(1) Officer-in-Charge of every institution for juveniles or children shall facilitate the setting up of Children's Committees for three different age groups of children, viz., 6-10 years, 11-15 years and 16-18 years and these Children's Committees shall be constituted solely by children.</p> <p>(2) Such Children's Committee shall be encouraged to participate in following activities:</p> <p>(a) improvement of the condition of the institution;</p> <p>(b) reviewing the standards of care being followed;</p> <p>(c) preparing daily routine and diet scale;</p> <p>(d) developing educational, vocational and recreation plans;</p> <p>(e) supporting each other in managing crisis;</p> <p>(f) reporting abuse and exploitation by peers and caregivers;</p> <p>(g) creative expression of their views through wall papers or newsletters or paintings or music or theater;</p> <p>(h) management of institution through the Management Committee.</p> <p>(3) The Officer-in-Charge shall ensure that the Children's Committees meet every month and maintain a register for recording its activities and proceedings, and place it before the Management Committee in their monthly meetings.</p> <p>(4) The Officer-in-Charge shall ensure that the Children's Committees are provided with essential support and materials including stationary, space and guidance for effective functioning.</p> <p>(5) The Officer-in-Charge shall, as far as possible, seek assistance from local voluntary organization or child participation experts for the setting up and functioning of the Children's Committees.</p> <p>(6) The local voluntary organization or child participation expert shall support the Children's Committees in the following:</p> <p>(j) selecting their leaders;</p> <p>(k) conducting the monthly meetings;</p> <p>(l) developing rules for the functioning of Children's Committees and following it; (m) maintaining records and Children's Suggestion Book and other relevant documents;</p> <p>(n) any other innovative activity.</p> <p>(7) The Management Committee shall seek a report from the Officer-in-Charge on the setting up and functioning of the Children's Committees, review these reports in their monthly meetings and take necessary action where required.</p>
		2 C. (iv)

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
	66	<p>Visitor's Book.—</p> <p>(1) A Visitor's Book shall be maintained, in every institution, in which the person visiting the home shall record the date of his visit with remarks or suggestions, which he may think proper.</p> <p>(2) The Officer- in-charge shall forward a copy of every such entry to the District Child Protection Unit or State Government, with such remarks as he may desire to offer in explanation or otherwise; and thereon, the designated authority shall issue such orders as he may consider necessary.</p>	
	67	<p>Maintenance of Registers.— The Officer- in-charge shall maintain in his office, such registers and forms, as required by the Act and as specified by these rules made there under and the list of registers or files or books to be maintained shall minimally comprise of:</p> <p>(a) Admission and discharge register; (b) Supervision register; (c) Medical file or medical report;</p> <p>(d) Nutrition diet file;</p> <p>(e) Stock register;</p> <p>(f) Log book;</p> <p>(g) Order book;</p> <p>(h) Meeting book;</p> <p>(i) Cash book;</p> <p>(j) Budget statement file;</p> <p>(k) Inquiry report file;</p> <p>(l) Individual case file with individual care plan;</p> <p>(m) Children's Suggestion book;</p> <p>(n) Visitor's book;</p> <p>(o) Staff movement register;</p> <p>(p) Personal belongings register;</p> <p>(q) Minutes register of Management Committee;</p> <p>(r) Minutes register of Children's Committees; and</p> <p>(s) Attendance registers for staff and juveniles or children.</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
	68	<p>Personnel or Staff of a Home.—</p> <p>(1) The personnel strength of a home shall be determined according to the duty, posts, hours of duty per day and category of children that the staffs are meant to cater to.</p> <p>(2) The institutional organizational set up shall be fixed in accordance with the size of the home, the capacity, workload, distribution of functions and requirements of programmes.</p> <p>(3) The whole-time staff in a home may consist of Officer-in-charge, Probation Officer (in case of Observation home or Special home), Case Workers (in case of Children's home or shelter home or after care organization), Child Welfare Officers, Counsellor, Educator, Vocational Training Instructor, Medical Staff, Administrative staff, Care Takers, house father and house mother, child mentors, volunteers, store keeper, cook, helper, washerman, safai karamchari, gardener as required.</p> <p>(4) The part-time staff, shall include Psychiatrist, Psychologist, Occupational therapist, and other professionals as may be required by time to time.</p> <p>(5) The staff of the home shall be subject to control and overall supervision of the Officer-in-charge who by order, shall determine their specific responsibilities and shall keep the concerned authority informed of such orders made by him from time to time.</p> <p>(6) The duties and responsibilities of the staff under the Officer-in-charge shall be fixed in keeping with the statutory requirements of the Act.</p> <p>(7) The Officer-in-charge and such other staff who may be required, shall live in the quarters provided for them within the premises of the home.</p> <p>(8) The number of posts in each category of staff shall be fixed on the basis of capacity of the institution; and the staff shall be appointed in accordance with the educational qualifications, training and experience required for each category.</p>	5 A

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007		Reference to the Format																																																
Section	Rule	States That																																																
	(9) The suggested staffing pattern for an institution with a capacity of 100 juveniles or children and 50 capacity as per ICPS:	<table border="1"> <thead> <tr> <th>Post</th> <th>As per JJ Act</th> <th>As per ICPS</th> </tr> </thead> <tbody> <tr> <td>Officer-in -Charge(Superintendent)</td> <td>1</td> <td>1</td> </tr> <tr> <td>Counsellor</td> <td>2</td> <td>1</td> </tr> <tr> <td>Probation Officer/Child Welfare officer/Case Worker</td> <td>3</td> <td>1</td> </tr> <tr> <td>House Mother or House Father</td> <td>4</td> <td>2</td> </tr> <tr> <td>Educator</td> <td>2 (Voluntary or Part Time)</td> <td>1 (Out Sourced)</td> </tr> <tr> <td>MBBS Doctor</td> <td>1</td> <td>1 (Out Sourced)</td> </tr> <tr> <td>Paramedical staff</td> <td>1</td> <td>1</td> </tr> <tr> <td>Store Keeper cum Accountant</td> <td>1</td> <td>1</td> </tr> <tr> <td>Art & Craft cum Music Teacher(Part time)</td> <td>1 (Part Time)</td> <td>1 (Out Sourced)</td> </tr> <tr> <td>PT Instructor cum Yoga Trainer(Part time)</td> <td>1 (Part Time)</td> <td>1 (Out Sourced)</td> </tr> <tr> <td>Driver</td> <td>1</td> <td>NA</td> </tr> <tr> <td>Cook</td> <td>2</td> <td>1</td> </tr> <tr> <td>Helper</td> <td>2</td> <td>1</td> </tr> <tr> <td>Housekeeper</td> <td>2</td> <td>1</td> </tr> <tr> <td>Gardner</td> <td>1 (Part Time)</td> <td>NA</td> </tr> </tbody> </table>	Post	As per JJ Act	As per ICPS	Officer-in -Charge(Superintendent)	1	1	Counsellor	2	1	Probation Officer/Child Welfare officer/Case Worker	3	1	House Mother or House Father	4	2	Educator	2 (Voluntary or Part Time)	1 (Out Sourced)	MBBS Doctor	1	1 (Out Sourced)	Paramedical staff	1	1	Store Keeper cum Accountant	1	1	Art & Craft cum Music Teacher(Part time)	1 (Part Time)	1 (Out Sourced)	PT Instructor cum Yoga Trainer(Part time)	1 (Part Time)	1 (Out Sourced)	Driver	1	NA	Cook	2	1	Helper	2	1	Housekeeper	2	1	Gardner	1 (Part Time)	NA
Post	As per JJ Act	As per ICPS																																																
Officer-in -Charge(Superintendent)	1	1																																																
Counsellor	2	1																																																
Probation Officer/Child Welfare officer/Case Worker	3	1																																																
House Mother or House Father	4	2																																																
Educator	2 (Voluntary or Part Time)	1 (Out Sourced)																																																
MBBS Doctor	1	1 (Out Sourced)																																																
Paramedical staff	1	1																																																
Store Keeper cum Accountant	1	1																																																
Art & Craft cum Music Teacher(Part time)	1 (Part Time)	1 (Out Sourced)																																																
PT Instructor cum Yoga Trainer(Part time)	1 (Part Time)	1 (Out Sourced)																																																
Driver	1	NA																																																
Cook	2	1																																																
Helper	2	1																																																
Housekeeper	2	1																																																
Gardner	1 (Part Time)	NA																																																
	(10) The number of posts in the category of counsellor, case worker or probation officer, house father or house mother, educator, and vocational instructor shall proportionally increase with the increase in the capacity of the institution.																																																	
	(11) In case of institutions housing infants, provision for ayahs and paramedical staff shall be made as per the need.																																																	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
	86	<p>Duties of the Officer-in-Charge of an institution.—</p> <p>(1) The Officer-in-charge shall have the primary responsibility of maintaining the institution and shall stay within the institutional premises to be readily available as and when required by the juveniles or children and the staff and in case where an accommodation is not available within the institutional premises, the Officer-in-charge shall stay at a place in close proximity to the institution till such time that such an accommodation is made available within the institution.</p> <p>(2) The general duties and functions of the Officer-in-charge shall include:</p> <p>(a) compliance with provisions of the Act and the rules and orders made thereunder;</p> <p>(b) compliance with the orders of the Board or Committee;</p> <p>(c) providing homely atmosphere of love, affection, care, development and welfare for juveniles or children;</p> <p>(d) maintaining minimum standards of care in the institution;</p> <p>(e) proper maintenance of buildings and premises;</p> <p>(f) security measures and periodical inspection, including daily inspection and rounds of the institution, proper storage and inspection of food stuffs as well as food being served;</p> <p>(g) supervision and monitoring of juveniles' or children's discipline and well being;</p> <p>(h) planning implementation and coordination of all institutional activities, programmes and operations, including training and treatment programmes or correctional activities as the case may be;</p> <p>(i) prompt action to meet emergencies;</p> <p>(j) ensuring accident and fire preventive measures within the institutional premises;</p> <p>(k) stand-by arrangements for water storage, power plant, emergency lighting; (l) careful handling of plants and equipments;</p> <p>(m) segregation of a juvenile or child suffering from contagious or infectious diseases;</p> <p>(n) observance and follow-up of daily routine;</p> <p>(o) filing of monthly report of juvenile or child in the case file;</p> <p>(p) organize local and national festivals in the institution;</p> <p>(q) organize trips or excursions or picnics for juveniles or children;</p> <p>(r) preparation of budget and control over financial matters;</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(s) allocation of duties to personnel;</p> <p>(t) supervision over office administration, including attending to personnel welfare and staff discipline;</p> <p>(u) prompt, firm and considerate handling of all disciplinary matters;</p> <p>(v) organize the meetings of the Management Committee set up under rule 55 of these rules and provide necessary support</p> <p>(w) maintenance of all records and registers required under the Act and the rules and monthly verification of the same by the Management Committee set up under rule 55 of these rules;</p> <p>(x) liaison, coordination and cooperation with the District Child Protection Unit or State Government as and when required; and</p> <p>(y) coordination with the legal officer in the District Child Protection Unit to ensure that every juvenile is legally represented and provided free legal aid and other necessary support or, where the District Child Protection Unit has not been set up, services of the District or State Legal Services Authority shall be made available.</p>	
5		<p>(JJB) Procedure in relation to Board.-</p> <p>The Board shall meet at such times and shall observe such rules of procedure in regard to the transaction of business at its meetings, as may be prescribed.</p> <p>(2) A child in conflict with law may be produced before an individual member of the Board, when the Board is not sitting.</p> <p>(3) A Board may act notwithstanding the absence of any member of the Board, and no order made by the Board shall be invalid by reason only of the absence of any member during any stage of proceedings; Provided that there shall be at least two members including the principal Magistrate present at the time of final disposal of the case</p> <p>(4) In the event of any difference of opinion among the members of the Board in the interim or final disposition, the opinion of the majority shall prevail, but where there is no such majority, the opinion of the principal Magistrate shall prevail.</p>	
32		<p>(CWC) Production before committee.-</p> <p>(1) Any child in need of care and protection may be produced before the Committee by one of the following persons –</p> <p>(i) any police officer or special juvenile police unit or a designated police officer;</p> <p>(ii) any public servant;</p>	

THE JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN) ACT, 2000 & Central Model Rules of 2007			
Section	Rule	States That	Reference to the Format
		<p>(iii) Child line, a registered voluntary organization or by such other voluntary organization or an agency as may be recognized by the State Government.</p> <p>(iv) Any social worker or a public spirited citizen; or by the child himself. Provided that the child shall be produced before the Committee without any loss of time but within a period of twenty-four hours excluding the time necessary for the journey.</p>	7 A. (i) (ii)
		<p>Restoration</p> <p>(1) Restoration of and protection to a child shall be the prime objective of any children's home or the shelter home.</p> <p>(2) The children's home or a shelter home, as the case may be, shall take such steps as are considered necessary for the7 A. (xii) restoration of and protection to a child deprived of his family environment temporarily or permanently where such child is under the care and protection of a children's home or a shelter home, as the case may be.</p> <p>(3) The Committee shall have the powers to restore any child in need of care and protection to his parent, guardian, fit person or fit institution, as the case may be, and give them suitable directions.</p> <p>Explanation.- For the purposes of this section "restoration of and protection of a child" means restoration to-</p> <p>(a) Parents;</p> <p>(b) adopted parents;</p> <p>(c) foster parents;</p> <p>(d) guardian;</p> <p>(e) fit person;</p> <p>(f) fit institution.</p>	7 A (xiii)
Track Child		<p>Track Child portal provides an integrated virtual space for all stakeholders & ICPS bodies which includes Central Project Support Unit (CPSU), State Child Protection Society/Units and District Child Protection Units (DCPU), Child Care Institutions (CCIs), Police Stations, Child Welfare Committees (CWCs), Juvenile Justice Boards (JJBs), etc. in the 35 State/UTs. It also provides a networking system amongst all the stakeholders and citizens to facilitate tracking of a "Child in distress". It requires data entry and updating at various levels such as Police stations, Child Care Institutions (CCIs)/Homes, Shelters, Child Welfare Committees, and Juvenile Justice Boards etc.</p>	

Guidelines for Adoption (CARA Guidelines)		
21	<p>a) RIPA/SAA shall constitute an 'Adoption Committee' consisting of the Secretary/Managing Trustee of the SAA, a senior professional social worker, Visiting Medical Officer and one other functionary of the RIPA/SAA. This Committee would do the assignment of the child.</p> <p>b) Assignment of any child with PAPs shall be done by the 'Adoption Committee' only after the child has been declared legally free for adoption by the CWC and the PAPs have been found eligible by the RIPA/SAA to adopt.</p>	2 C vii)
2	(1) "Children legally free for adoption" means orphan, abandoned and surrendered children declared free for adoption by the Child Welfare Committee	3 A 2 iii) 8 A (i)
21	(6) The Child Study Report and Medical Examination Report of the matched child (or children in case of siblings) shall be forwarded by the Specialised Adoption Agency to the PAP(s) for acceptance and this may be called a "referral".	4 H. 8 A (iii)
22	<p>Pre-adoption foster care. -</p> <p>(1) A child can be placed in pre-adoption foster care after acceptance of referral by the PAPs.</p> <p>(2) The PAPs shall be required to sign a foster care affidavit and undertaking before the child is placed in their temporary custody.</p> <p>(3) Before physically entrusting the child to the prospective adoptive parents, the adoption agency shall ensure that it has a record of local contacts of the PAPs including contact details of two close relatives.</p> <p>(4) During the period of foster care, the PAPs shall have the right to take the child to any place within the country after duly informing the Specialised Adoption Agency subject to the condition that the child must be brought for the legal process as and when required by the Court.</p>	8 E (i) b)
23	<p>Legal Procedure. -</p> <p>(1) The child can be legally placed for adoption with the PAP(s) by the competent court and for this purpose; the court having jurisdiction over the area where the Specialised Adoption Agency is located shall be the competent court.</p> <p>(2) The Specialised Adoption Agency shall file a petition in the Competent Court of jurisdiction for obtaining the necessary adoption orders under the Act within ten days of acceptance of referral by PAPs and shall pursue the same regularly with the court so that the process of legal adoption is completed at the earliest.</p>	3 A. Note - Process

Guidelines for Adoption (CARA Guidelines)	
13	<p>Follow up of progress of adopted child.</p> <p>(1) The specialised adoption agency shall report the progress of the child online in the format as provided in Schedule-11 in the Child Adoption Resource Information and Guidance System along with photographs of the child on six monthly basis for two years from the date of pre-adoption foster placement with the prospective adoptive parents.</p> <p>(2) In case the child is having adjustment problem with the adoptive parents, the specialised adoption agency shall arrange necessary counselling for such adoptive parents and the child and if such counselling efforts do not succeed, the specialised adoption agency shall make effort for placing the child temporarily in alternative care.</p>
14	<p>Adoption leave. Adoptive parents, working in the offices under the control of the Central Government or the State Government or the Central or State Public Sector Undertakings shall be entitled for adoption leave for proper care of adoptee, as per the extant instructions of the concerned Government or authority and the benefit of this facility shall be available from the stage of pre-adoption foster care.</p>
45	<p>Root search.-</p> <p>(1) In cases of root search, the concerned agencies or authorities (authorised foreign adoption agency, Central Authority, Indian diplomatic mission, Central Adoption Resource Authority, State Adoption Resource Agency or District Child Protection Unit or specialised adoption agency), whenever contacted by any adoptee shall facilitate his root search.</p> <p>(2) In order to facilitate root search, the age and maturity of the child shall be taken into consideration.</p> <p>(3) If the biological parents, at the time of surrender of the child, have specifically requested anonymity, then, the consent of the parents should be taken by the specialised adoption agency or Child Welfare Committee, as the case may be.</p> <p>(4) In case of denial by the parents or the parents are not traceable, the reasons and the circumstances under which the surrender took place shall be disclosed to the adoptee.</p> <p>(5) In case of an orphan or abandoned child, information about his adoption, including the source and circumstances in which the child was admitted into the specialized adoption agency, as well as the process followed for his adoption, may be disclosed to the adoptee by the specialized adoption agency or the Child Welfare Committee, as the case may be.</p> <p>(6) A root search by a third party shall not be permitted and the concerned agencies or authorities shall not make public any information relating to biological parents, adoptive parents or adopted child.</p> <p>(7) The right of an adopted child shall not infringe the biological parents' right to privacy.</p>

Guidelines for Adoption (CARA Guidelines)		8 E (i) c	
SCHEDULE-13			
ADOPTION EXPENSES			
1. Adoption expenses to be borne by Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.			
Sl. No.	Item	Amount of Payment	Time & mode of payment
1	Home Study Report (HSR) of the PAPs in India by the social worker	Rs.6,000 (inclusive of travel expenses)	To be paid by the PAPs to the specialized adoption agency or authorized social worker through demand draft or bank transfer prior to conduct of home study.
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs	Rs. 40, 000	To be paid by the PAPs to the specialized adoption agency at the time of receiving the child in pre-adoption foster care through demand draft or bank transfer.
3.	Post-adoption follow-up visits and counselling (4 times within a period of two years)	Rs. 2,000 per visit / report (inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker, on completion of the post placement report, through demand draft or bank transfer.
2. Adoption expenses to be borne by NRI/OCI/Foreign PAPs residing in a foreign country.			
Sl No.	Item	Amount of Payment	Time & mode of payment
1	Home Study Report (HSR) of the PAPs by the authorised social worker	As per the norms of the receiving country.	To be paid by the PAPs to the AFAA/CA as per norms of the receiving country.
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs	5,000 US \$	To be paid by the PAPs habitually residing in a foreign country to the SAA through the concerned AFAA/CA, in two equal instalments - first installment on the

Guidelines for Adoption (CARA Guidelines)			
Sl No.	Item	Amount of Payment	Time & mode of payment
3.	Post-adoption follow-up visits and counselling (4 times within a period of two years)	As per the norms of the receiving country.	acceptance of the child and another after filing of the adoption petition in the court. In case of adoption of siblings by a single family, the charges would be US \$5000 for the first child and US \$1000 for the other child. To be paid by the PAPs to the AFAA/CA as per norms of the receiving country.
3. Adoption expenses to be borne by OCI/Foreign PAPs residing in India.			
Sl. No.	Item	Amount of Payment	Time & mode of payment
1	Home Study Report (HSR) of the PAPs by the authorised social worker	300 US \$ (inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker on completion of the Home Study through demand draft or bank transfer.
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs, post-adoption follow-up visits and counselling (4 times within a period of two years)	4700 US \$	To be paid by the PAPs to the SAA against items mentioned at column. 2
<p>Note: Where a SAA has processed the adoption case of a child belonging to another child care institution (CCI), the SAA shall pay 50 % of the CCC amount through demand draft or bank transfer to the concerned CCI. The payment mode would be in terms of draft or bank transfer.</p>			

9 (viii) (ix) (x)

Guidelines for Adoption (CARA Guidelines)																						
	<p>4. Utilisation of CCC by SAA</p> <p>(a) The adoption agencies shall utilize the amounts available in the Child Care Corpus only for welfare of the children in the home and maintenance of the home. The amount shall also cover all expenses incurred to finalize the adoption.</p> <p>(b) In case an agency is de-recognised, and a decision is taken by the State Government to rehabilitate and shift the children of that agency to another agency or agencies, then the balance available in the CCC would be transferred to such agency or agencies receiving the children in the ratio of the number of children transferred.</p> <p>(c) The specialised adoption agency shall maintain a separate bank account for the CCC along with separate record/register of receipts/payments/expenditure/ accounts.</p> <p>(a) The CCC account should be audited at the end of the financial year by a Chartered Accountant who shall certify that the corpus has been used as stipulated in sub para (a) above.</p>																					
	<p style="text-align: center;">SCHEDULE-14</p> <p style="text-align: center;">TIMELINES FOR CONCERNED AUTHORITIES AND AGENCIES</p> <p>A. Timeline for the processes relating to children:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">6(2)</td> <td style="width: 40%;">SAA to produce an abandoned child before the CWC along with a report containing his photograph and particulars.</td> <td style="width: 50%;">Within 24 hours (excluding journey period).</td> </tr> <tr> <td>6(4) & 7(2)</td> <td>SAA to enter the details of the child along with his photograph online in the CARINGS.</td> <td>Within 72 hours from the time of receiving the child.</td> </tr> <tr> <td>6(5)</td> <td>DCPU to advertise the particulars and photograph of an abandoned child in a state level newspaper having wide circulation and local cable networks, wherever existing.</td> <td>Within 72 hours from the time of receiving the child.</td> </tr> <tr> <td>6(9)</td> <td>DCPU to submit a report to the CWC on the efforts made by it for tracing out the biological parents/legal guardian of an abandoned child, including the outcome of the particulars and photograph of the child in the newspapers.</td> <td>Within 30 days from the date of the order of the CWC for the same.</td> </tr> <tr> <td>6(10)</td> <td>SAA to submit a report to the CWC regarding the efforts made by it to trace the biological parent(s) or legal guardian of the abandoned child.</td> <td>Within 30 days from the date the child is received for interim care by the order of CWC.</td> </tr> <tr> <td>7(13)</td> <td>The reconsideration period/reclaiming of the surrendered child by the biological parent/legal guardian and intimation of the same by the SAA to CWC</td> <td>Within 60 days of the date of surrender.</td> </tr> <tr> <td>6(14) & 7(16)</td> <td>SAA to upload the Child Study Report (CSR) and Medical Examination Report (MER) along with latest photograph of the child.</td> <td>Within ten days from the date of declaration of the child as legally free for adoption by CWC.</td> </tr> </table>	6(2)	SAA to produce an abandoned child before the CWC along with a report containing his photograph and particulars.	Within 24 hours (excluding journey period).	6(4) & 7(2)	SAA to enter the details of the child along with his photograph online in the CARINGS.	Within 72 hours from the time of receiving the child.	6(5)	DCPU to advertise the particulars and photograph of an abandoned child in a state level newspaper having wide circulation and local cable networks, wherever existing.	Within 72 hours from the time of receiving the child.	6(9)	DCPU to submit a report to the CWC on the efforts made by it for tracing out the biological parents/legal guardian of an abandoned child, including the outcome of the particulars and photograph of the child in the newspapers.	Within 30 days from the date of the order of the CWC for the same.	6(10)	SAA to submit a report to the CWC regarding the efforts made by it to trace the biological parent(s) or legal guardian of the abandoned child.	Within 30 days from the date the child is received for interim care by the order of CWC.	7(13)	The reconsideration period/reclaiming of the surrendered child by the biological parent/legal guardian and intimation of the same by the SAA to CWC	Within 60 days of the date of surrender.	6(14) & 7(16)	SAA to upload the Child Study Report (CSR) and Medical Examination Report (MER) along with latest photograph of the child.	Within ten days from the date of declaration of the child as legally free for adoption by CWC.
6(2)	SAA to produce an abandoned child before the CWC along with a report containing his photograph and particulars.	Within 24 hours (excluding journey period).																				
6(4) & 7(2)	SAA to enter the details of the child along with his photograph online in the CARINGS.	Within 72 hours from the time of receiving the child.																				
6(5)	DCPU to advertise the particulars and photograph of an abandoned child in a state level newspaper having wide circulation and local cable networks, wherever existing.	Within 72 hours from the time of receiving the child.																				
6(9)	DCPU to submit a report to the CWC on the efforts made by it for tracing out the biological parents/legal guardian of an abandoned child, including the outcome of the particulars and photograph of the child in the newspapers.	Within 30 days from the date of the order of the CWC for the same.																				
6(10)	SAA to submit a report to the CWC regarding the efforts made by it to trace the biological parent(s) or legal guardian of the abandoned child.	Within 30 days from the date the child is received for interim care by the order of CWC.																				
7(13)	The reconsideration period/reclaiming of the surrendered child by the biological parent/legal guardian and intimation of the same by the SAA to CWC	Within 60 days of the date of surrender.																				
6(14) & 7(16)	SAA to upload the Child Study Report (CSR) and Medical Examination Report (MER) along with latest photograph of the child.	Within ten days from the date of declaration of the child as legally free for adoption by CWC.																				
	<p>3 A. Note – Adoption Process</p>																					

Guidelines for Adoption (CARA Guidelines)		
8(1)(a)	A normal child up to 05 years of age to be available for adoption by a Resident Indian (RI) and NRI PAPs.	For 60 days from the date the child is declared legally free for adoption by the CWC.
8(1)(b)	An older child above 5 years of age and siblings to be available for intercountry adoption. 30 days from the date the child is declared legally free for adoption by the CWC. 10. 8(1) (c) A mentally and physically challenged child to be available for intercountry adoption.	15 days from the date the child is declared legally free for adoption by the CWC.

Staffing Pattern of SAA
One Manager/Coordinator
One Social Worker cum Early Childhood Educator
One Nurse
One Doctor (Part time)
- Six Ayahs as per ICPS - As per Schedule 12 of CARA Guidelines the agency must have adequate staff for child care, preferably in the ratio of 4:1 for children below 1 year, 5:1 for children in the age group 1 to 3 years and 8:1 for older children.
One Chowkidar

<p>UJJAWALA SCHEME</p>	<p>The Ministry of Women and Child Development, Government of India during the year 2007-2008 had introduced A Comprehensive Scheme for Prevention of Trafficking and Rescue, Rehabilitation and Re-integration of Victims of Trafficking for Commercial Sexual Exploitation –“UJJAWALA” with an objective to:</p> <ul style="list-style-type: none"> - Prevent trafficking of Women and Children - Facilitate Rescue of victims - Provide Rehabilitation - Facilitate Re-integration - Facilitate Repatriation of cross border victims. <p>The scheme has the following main components and financial assistance is available for:</p> <ol style="list-style-type: none"> 1. Prevention 2. Rescue 3. Rehabilitation 4. Re-integration 5. Repatriation
<p>Staff Structure of Ujjwala Homes</p>	<p>5 A.</p> <ol style="list-style-type: none"> 1 Project Director 2 Social Worker 3 Clinical Psychologist 4 Clerk cum Accountant 5 Guard (2) 6 Doctor (Part time) 7 Psychiatrist (Part time)

<p>Swadhar Scheme</p>	<p>The scheme envisions a supportive institutional framework for women victims of difficult circumstances so that they could lead their life with dignity and conviction. It envisages that shelter, food, clothing, and health as well as economic and social security are assured for such women. It also envisions that the special needs of these women are properly taken care of and under no circumstances they should be left unattended or abandoned which could lead to their exploitation and desolation.</p> <p>Under the Scheme , Swadhar Greh will be set up in every district with capacity of 30 women with the following objectives:</p> <ul style="list-style-type: none"> a) To cater to the primary need of shelter, food, clothing, medical treatment and care of the women in distress and who are without any social and economic support. b) To enable them to regain their emotional strength that gets hampered due to their encounter with unfortunate circumstances. c) To provide them with legal aid and guidance to enable them to take steps for their readjustment in family/ society. d) To rehabilitate them economically and emotionally. e) To act as a support system that understands and meets various requirements of women in distress. f) To enable them to start their life afresh with dignity and conviction.
<p>Staff of Swadhar Homes of Capacity 30</p>	<ol style="list-style-type: none"> 1. Resident Superintendent 2. Counsellor 3. Office Assistant cum DEO 4. Medical Doctor (Part time) 5. Gaurd/Watchman <p>5 A.</p>

Annexure – III

Abbreviations

AC	Adoption Committee
AIDS	Acquired Immunodeficiency Syndrome
CA	Chartered Accountant
CARA	Central Adoption Resource Agency
CC (s)	Children’s Committee (s)
CCC	Child Care Corpus
CCI	Child Care Institution (s)
CIF	CHILDLINE India Foundation
CSR	Child Study Report
CWC	Child Welfare Committee
DCPU	District Child Protection Unit
DSFAC	District Sponsorship Fostercare Approval Committee
FC	Foreign Contribution
FCRA	Foreign Contribution Regulation Act
FIR	First Information Report
GIA	Grant in Aid
HIV	Human Immunodeficiency Virus
HMC	Home Management Committee
HSR	Home Study Report
ICP	Individual Care Plan
JJ Act	Juvenile Justice Care and Protection of Children) Act, 2000
JJB	Juvenile Justice Board
MER	Medical Examination Report
MWCD	Ministry of Women and Child Development
NGO	Non Governmental Organisation
NCPCR	National Commission for Protection of Child Rights
NCT	National Coordinating Team
PAP(s)	Prospective Adoptive Parent (s)
POCSO	Protection of Children from Sexual Abuse
SAA	Specialized Adoption Agency
SARA	State Adoption resource Agency
SCA	State Coordinating Agency
WCD	Women and Child Development

Appendix-V : Team Compositions and Roles

Composition of the Survey team

The Survey Team at the district level/cluster of districts shall consist of:

- i) Four team members including one nominee of District Magistrate and at least one woman member;
- ii) Three members of the Survey Team will be appointed by the SCA concerned;
- iii) Basic criteria for selection as team member (this is the minimum; the selected candidate should fulfill at least two of the criteria mentioned below) –
 - a) Graduates in social sciences / social work / law / psychology / education / experience in research;
 - b) Experience of at least three – five years of working directly with children (preferably in a home, *at least one member in every team should have such experience*);
 - c) Knowledge and experience of working on implementation of existing Child Protection policies and legislation especially the Juvenile Justice (Care and Protection of Children) Act, 2000 (JJ Act) and the Rules framed there under, Protection of Children from Sexual Offences Act, 2012 (POCSO).

5. Roles & Responsibilities

National Advisory Committee (NAC)

- i) Collect available information from Ministry, NCPCR, regarding homes;
- ii) Finalize -
 - a) List of SCAs;
 - b) Tools for survey (guidelines regarding methodology, data collection/collation);
 - c) Basic criteria for selection as survey team member;

- d) Training modules/schedules and for SCA/teams as required.
- iii) Conduct training as per need;
- iv) Facilitate dispatch of letters from Ministry to State Governments to ensure (through respective district administrations i.e. District Magistrate/Collector) nomination of district representative in survey team in each district, letters of permission to survey teams to enter all homes and cooperation with designated SCA;
- v) Troubleshooting during process of survey including with State Governments/District Administration.
- i) National Coordinating Team**
 - a) Prepare State-wise lists including district wise disaggregated data, of homes;
 - b) Developing tools for survey;
 - c) Train/orient SCAs and/or teams as required regarding survey;
 - d) Conduct onsite visits for quality assurance;
 - e) Collate information obtained from SCAs to make a national database of homes
 - f) Coordinate processes, troubleshoot and follow up, including for nomination of district representatives, grant disbursement etc. between CIF (including RRCs), SCAs and survey teams and NCPCR and CIF, as required;
 - g) Tracking and maintaining a record of the survey process and providing information/presentations regarding the same as and when required.
- ii) State Coordinating Agency**
 - a) Supplement information in lists of homes provided by NCT
 - b) Appoint and train/orient district survey teams along with NCT;
 - c) Coordinate with State and District Administration to facilitate process of survey;
 - d) Coordinate processes and follow up as required including for grant disbursement, between

CIF, NCT, and survey teams;

- e) Collate and vet information obtained from districts to create State specific database in prescribed formats and submit at the National level

iii) Survey Team

- a) Supplement existing list (database) of all CCI/Homes (Mapping) in the district as per prescribed format and in addition to the information provided by NCT/SCA. The team may collate this information from DCPU and other relevant departments/stakeholders as and when required;
- b) Conduct survey of all Institutions in the district as per prescribed format and methodology and collect relevant means of verification/ documents from the institutions that are registered;
- c) Assess the standards of care in registered homes as per prescribed proforma and submit the same for each institution to the SCA;
- d) The team coordinator (designated by the SCA) shall coordinate all the activities pertaining to the survey and visit, which shall include, informing the other team members, organizing briefing, fixing date of visit, writing report in discussion with the team members and submission to the SCA;
- e) Collate and submit a district report as per prescribed format.

Appendix-VI : All States – Period of Review

S.N.	State	Starting Date of Review	Ending Date of Review
1	Assam	29-01-2016	28-07-2016
2	Andaman and Nicobar islands	22-02-2016	10-09-2016
3	Arunachal Pradesh	19-05-2016	28-09-2016
4	Chhattisgarh	02-02-2016	22-06-2016
5	Jharkhand	17-02-2016	05-07-2016
6	Manipur	24-02-2016	18-07-2016
7	Meghalaya	27-01-2016	09-09-2016
8	NAGALAND	08-02-2016	27-02-2016
9	Odisha	27-01-2016	27-04-2016
10	Sikkim	23-02-2016	30-03-2016
11	Tripura	09-02-2016	21-03-2016
12	West Bengal	08-02-2016	25-08-2016
13	Mizoram	23-02-2016	06-04-2016
14	Bihar	09-02-2016	30-06-2016
15	Delhi	25-01-2016	27-07-2016
16	Haryana	28-03-2016	23-06-2016
17	Himachal Pradesh	10-03-2016	24-06-2016
18	Jammu	02-03-2016	07-08-2016
19	Punjab	23-02-2016	24-03-2016
20	Rajasthan	01-02-2016	07-04-2016
21	Uttar Pradesh	01-03-2016	20-09-2016
22	Uttarakhand	02-02-2016	30-05-2016
23	Chandigarh	25.02.2016	02.03.2016
24	Karnataka	19-02-2016	16-07-2016
25	Andhra Pradesh	19-02-2016	16-07-2016
26	Pondicherry	12-02-2016	23-06-2016
27	Tamil Nadu	02-02-2016	30-09-2016
28	Telangana	25.2.2016	25.9.2016
29	Kerala	01-02-2016	27-07-2016
30	Goa	04.05.2016	03.06.2016
31	Gujarat	27.01.2016	30.03.2016
32	Maharashtra	19-01-2016	15-07-2016
33	Madhya Pradesh	25.01.2016	30.06.2016
34	Daman & Diu	NA	NA
35	Dadar & Nagar Haveli	NA	NA
36	Lakshwadeep	NA	NA

Appendix-VII : Homes that did not exist or were found closed during Review & Mapping Exercise

S.N.	State	Name of Districts	Name of Home	Address of Home (Including contact details)	Type of Home
1	Rajasthan	Kota	Children home	1 G, 41 Mahaveer Nagar Vistar Yojna Kota Rajasthan-324001, Ph:NAV	children Home
2	Rajasthan	Kota	Children home	74, Bundi ka Chok, Saraykasthan, Patanpol, Kota Rajasthan-324001, Ph:NAV	children Home
3	Rajasthan	Baran	Manav Jan Seva Sansthan Balgrah	Ravan Ji Ka Chok Lanka Colony Baran Urban NAV NAV Baran NAV-NAV, Ph:NAV	Children home
4	Rajasthan	Baran	Deaf & Deam Netra-heen Residention home	Naya Nohra, Bolkheda Ke Aage, Sector Bet Collage Ke Samne Vali Gali, Kota Urban NAV NAV Baran NAV-NAV, Ph:NAV	Children home
5	Rajasthan	Shri Ganganagar	Manav Kalyan Samiti	Govt. Hospital Ke Piche Urban Shri Ganganagar , Ph:	Children Home
6	Rajasthan	Ajmer	Sneh Sansar Bal Sansar	Sambal Camyuniti Care Center For Sagar Road Gram Hathikhe-da Ajmer Urban Ajmer	Children Home
7	Rajasthan	Ajmer	M.R. Home	Residential Vidyalaya Ajmer, Ph:	Children Home
8	Rajasthan	Ajmer	Ujjwala	NAV NAV NAV NAV Ajmer NAV-NAV, Ph:NAV	Ujjwala home
9	Rajasthan	Bharatpur	Children home	Sandeep Kumar Katara Khadi Aashram Vali Gali Sevar Bharatpur NAV NAV NAV Bharatpur NAV-NAV, Ph:NAV	children Home
10	Rajasthan	Jaipur	Shubham Kalyan Sansthan	B-Krishnapuri, Hatwada Road, Jaipur	Ujjwala Home
11	Rajasthan	Jaipur	Towork Development Society	34/2 C, Kiran Path, Mansarovar, Jaipur.	Ujjwala Home
12	Rajasthan	Jaipur	Ritu Sharda, Mandir Foundation, Jaipur	B-38 Suraj Nagar Ritu Sharda, Mandir Foundation Nivaru, Jaipur.	Children Home

Appendix-VII: Homes that did not exist or were found closed during Review & Mapping Exercise

S.N.	State	Name of Districts	Name of Home	Address of Home (Including contact details)	Type of Home
13	Rajasthan	Jaipur	Society For Universal Welfare Sansthan Jaipur	407, Geetanjali Towar, Ajmer Road, jaipur.	Children Home
14	Nagaland	Dimapur	Care Home Orphanage Ideal (IW)	Charitable Society,	Children Home
15	Meghalaya	East Khasi Hills	MEHERBAN ORPHANAGE HOME	Shillong East Khasi Hills District Meghalaya-793003,	Children Home
16	Meghalaya	East Khasi Hills	SHILLONG CHILDREN'S CENTER	Shillong East Khasi Hills District Meghalaya-793003,	Children Home
17	Meghalaya	Ri-Bhoi	El Shadai Children's Home	Pillangkatta	Children Home
18	Meghalaya	Ri-Bhoi	Home of Hope	Pillangkatta	Children Home
19	Kerala	Malapuram	Oswald Orphanage Charitable Trust (Oswald Bhanam) Nilambur	Oswald Orphanage Charitable Trust (Oswald Bhanam) Nilambur	Children Home
20	Kerala	Malapuram	Nibras Destitute Home	Nibras Destitute Home,A C Bazar, Muniyoor P O, Malappuram	Children Home
21	Kerala	Kozhikode	St.Bernadette Home For Women	Kozhikode	Children Home
22	Kerala	Kozhikode	Mythry Charitable Trust	24/1866 Asthanam, PO. Mankavu, Kozhikode - 7 0495-2330234	Children Home
23	Kerala	Kannur	Chaithanya	Kannur	Children Home
24	Kerala	Kannur	Jeevana Sanskrithi	Chalad, Kannur	Children Home
25	Kerala	Kannur	Vimala Matha Orphanage and Balabhavan, Chittarikkal	Cherupuzha, Kannur	Orphanage
26	Kerala	Kannur	Little Flower Orphanage	Kannur	children Home

Appendix-VII: Homes that did not exist or were found closed during Review & Mapping Exercise

S.N.	State	Name of Districts	Name of Home	Address of Home (Including contact details)	Type of Home
27	Kerala	Kannur	Kambil Latheefiya Islamic centre Orphanage	Kannur	children Home
28	Kerala	Kannur	Umarul Farooq Anadha	Agathi Mandiram, Vadakkumbadu.P.O. payyanur, Ramanthlai,Kannur-670330	children Home
29	Kerala	Kannur	Makhdumiyan Agathi Anatha Mandiram	Sivapuram.P.O.,Mattannur, Kannur-670702	children Home
30	Kerala	Wayanad	Karunya	Wayanad	children Home
31	Tamil Nadu	Kanchipuram	Sri Saradha sakthi peedam	Sri Saradha Sakthi Peetam home, No.72, Kamarajar Highways, Old Perungalathur, Tambaram Via, Chennai – 600 063.	children Home
32	Tamil Nadu	Kanchipuram	Destitue's Charitable Trust	Destitute's Charitable Trust, No.25, 6th Cross Street, Jayavanthapuram, Madambakkam, Chennai – 600 126.	children Home
33	Karnataka	Bagalkot	Vishwa Chetana Anathalaya, Giri Sagar	Bagalkot	Desititute Cottage
34	Karnataka	Bagalkot	Basavjnan Gurukul	Bagalkot	Desititute Cottage
35	Karnataka	Bagalkot	Sri. Jagadguru Gurusiddeswar Vidyavardak Sangh	Bagalkot	Desititute Cottage
36	Karnataka	Bagalkot	Pragathi Dumb & Deaf Residential	Bagalkot	Desititute Cottage
37	Karnataka	Bagalkot	Suraj Edu. Social & Rural Development Community	Bagalkot	Desititute Cottage
38	Karnataka	Bagalkot	Saghameswara Uchita PORasada Neelaya	Bagalkot	Desititute Cottage

Appendix-VII: Homes that did not exist or were found closed during Review & Mapping Exercise

S.N.	State	Name of Districts	Name of Home	Address of Home (Including contact details)	Type of Home
39	Karnataka	Bellary	MAITHRI SEVA SAMSTHE KURUGODU ROAD BELLARY	Bellary	SHELTER FOR BOYS HOME
40	Karnataka	Bellary	KARUNYA SAMAJA Hosapete	Bellary	HIV Infected Shelter Home
41	Karnataka	Bellary	GAYATHRI RURAL DEVELOPMENT HOSAPETE	Bellary	SHELTER FOR GIRLS HOME
42	Karnataka	Bidar	Sangam Welfare Education Society	Bidar	Orphanage Home
43	Karnataka	Bidar	Rajiv Gandhi/ Chandrodaya Shikshana Samsthe	Bidar	Destitute Cottage
44	Karnataka	Dharwad	All India Movement for seva Dayananda Dhama Student, Dharwad	Dharwad	Children Home
45	Karnataka	Dharwad	Shri Aroodha Educational Society for Disabled, Hubli	Hubli, Dharwad	Children Home
46	Karnataka	Dharwad	Raisign Star Children Home	Dharwad	Children Home
47	Karnataka	Dharwad	Manovikas Institute of Rehabilitation Services, Hubli	Hubli, Dharwad	Children Home
48	Karnataka	Dharwad	Felicia Kids Home, Hubli	Hubli, Dharwad	Children Home
49	Karnataka	Dharwad	Ashirwad Vidya Samsthe, Hubli	Hubli, Dharwad	Children Home
50	Karnataka	Dharwad	Kalkeri Sangeet School, Dharwad	Dharwad	Children Home
51	Karnataka	Dharwad	Seva Bharati Trust, Hubli	Hubli, Dharwad	Children Home

Appendix-VII: Homes that did not exist or were found closed during Review & Mapping Exercise

S.N.	State	Name of Districts	Name of Home	Address of Home (Including contact details)	Type of Home
52	Karnataka	Dharwad	Sozo Trust, Dharwad	Dharwad	Children Home
53	Karnataka	Dharwad	Latter Glory Ministries Trust, Hubli	Hubli, Dharwad	Children Home
54	Karnataka	Dharwad	Priyadarshini Janaseva Sagar, Deaf and Dumb Residential School, Hubli	Hubli, Dharwad	Children Home
55	Karnataka	Dharwad	Honnamma Educational School for Deaf Childred, Dharwad	Hubli, Dharwad	Children Home
56	Karnataka	Dharwad	ST. Angela's Girls Home, Dharwad	Dharwad	Children Home
57	Karnataka	Dharwad	Pioneer Ministries, Hubli	Hubli, Dharwad	Children Home
58	Karnataka	Dharwad	Victory Life Trust, Dharwad	Dharwad	Children Home
59	Karnataka	Dharwad	Joy for Children's Home, Dharwad	Dharwad	Children Home
60	Karnataka	Dharwad	Coloney of Jesus Ministries trust, Dham NGO, Dharwad	Dharwad	Children Home
61	Karnataka	Dharwad	Good News Welfare Society, Dharwad	Dharwad	Children Home
62	Andhra Pradesh	Shrikakulam	SNESS	Vivekananda Nagar, Palasa, Shrikakulam	Children Home
63	Andhra Pradesh	Shrikakulam	HSSDSS	Venkampeta, Palakonda, Village & Mandal, Shrikakulam	Children Home
64	Uttar Pradesh	Chitrakoot	Swadhar Kendra	Chitrakoot, Uttar Pradesh 210205	Swadhar home

UP Homes where mapping was not allowed by State Government

Appendix-VIII : Details of SCAs & Findings

EAST ZONE						
S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
1.	West Bengal	20	Vidyasagar School of Social Work	20	327	100 homes are registered under Cottage scheme Unorganised record keeping Slow restoration process Inadequate composition of CWC Lack of clear understanding regarding Individual Care Plan (ICP) No proper guideline in homes for children from other country Delay in grants.
2.	Odisha	30	Alternative for Rural Movement (ARM)	9	185	<ul style="list-style-type: none"> • Documentation of the home is very poor • staff orientation and training poor • Norms are not followed in registered home • The sanctioned capacity of home are not segregated gender wise • In Many homes boys are girls are kept in the same premise
3.			Rural Organisation for Peoples Empowerment (ROPE)	8	133	
4.			Indian Society For Rural Development (ISRD)	13	109	
5.	Bihar	38	Balsakha	16	35	<ul style="list-style-type: none"> • Homes are overcrowded • Inadequate staff in almost all homes • Regular inspection of homes is not being conducted • 12 districts of the State have no home
6.			ADITHI	10	27	
7.			Swargiya Kanhai Shukla Samajik Sewa Santhan	12	23	

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks	
8.	Jharkhand	24	Gram Praudyogik Vikas Sansthan (Nirsa and Tundi)	8	46	<ul style="list-style-type: none"> Homes are not registered Condition of homes are poor Staff in government homes not appointed 	
9.			Network for Enterprise Enhancement and Development Support (NEEDS)	8	15		<ul style="list-style-type: none"> Standard of care not maintained Staff has no idea about Right of children and provisions under J.J
10.			Srijan Foundation (Hazaribagh)	8	65		
11.	Chhattisgarh	27	Shikhar Yuva Manch (SYM)	11	35	<ul style="list-style-type: none"> Staff orientation and training required Inadequate restoration and rehabilitation programmes in homes Standards are not maintained as per norm Very few Inspections are conducted. 	
12.			Lok Shakti Samiti	9	36		
13			Bastar Samajik Jan Vikas Samiti	10	52		
14.	Assam	27	North East Society for the promotion of Youth and Masses (NESPYM)	10	58	<ul style="list-style-type: none"> Lack of knowledge regarding JJ Act. Documents and records are not being kept in an organised manner. 	
15.			Gram Vikas Parishad	9	58		
16.			NEDAN	8	15		
17.	Sikkim	4	Drishti	3	17	<ul style="list-style-type: none"> Majority of the homes do not adhere to JJ Rules and regulation All children are not produced before the CWC Children are not linked to the adoption process 	
18.			Vidyasagar School of Social Work	1	6		

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
19.	Manipur	9	Dept. of Anthropology, Manipur University	9	62	<ul style="list-style-type: none"> • Untrained and Inadequate staff in Ngo homes • Protection measure in the home are not in place as per JJ • Poor Monitoring of homes
20.	Mizoram	8	Centre for Peace and Development (CPD)	8	46	<ul style="list-style-type: none"> • Home are not easily accessible • No Linkage services available in the home for children who need specific care • Inadequate number of trained caregivers • No comprehensive rehabilitation plan, including for education
21.	Nagaland	11	Nagaland Voluntary Health Association	6	40	<ul style="list-style-type: none"> • Untrained staff in homes • Inadequate number of homes for girls
22.			Prodigals Home	5	27	<ul style="list-style-type: none"> • Negligible monitoring • Many homes are recognised as fit institutions, not registered
23.	Arunachal Pradesh	19	TISS Guwahati	19	11	<ul style="list-style-type: none"> • Very few Child care institutions in the state • The homes are not easily accessible • Records and registers maintained by the home is not as per norm.
24.	Meghalaya	11	Bosco Integrated Development Society (BIDS)	6	43	<ul style="list-style-type: none"> • Due to geographical reasons, Home are not accessible • Homes are in good condition and maintain infrastructure norms
25.			Jantai Hills Development Society	5	41	<ul style="list-style-type: none"> • Documentations is poor • Restoration and rehabilitation of children is not as per JJ
						<ul style="list-style-type: none"> • *4 Homes have been closed in East Khashi Hill and Ri Bhoi Districts

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
26	Tripura	8	Prabha Dhalai	4	38	<ul style="list-style-type: none"> • Poor infrastructure • Poor hygiene maintained in homes. • Less number of govt. Homes in state • Inadequate knowledge about JJ Act amongst staff
27			TAMS	4	6	
28	Andaman & Nicobar	3	Dweep Prayas (Prayas Juvenile Aid Centre Society)	3	17	<ul style="list-style-type: none"> • There is no separate institutional care facility for Children in Conflict with Law. • Homes not maintained properly • Inadequate staff in institution • Lack of awareness regarding JJ Act.
WEST ZONE						
29.	Maharashtra	36	Youth for Unity and Voluntary Action (YUVA)	7	294	<ul style="list-style-type: none"> • Govt. Homes in a better condition than NGO run homes • Homes are not cleaned regularly • Non profit CCIS haven't received grants for 3 yrs. • Inadequate Infrastructure
30.			Matru Seva Sangh Institute of Social Work (MSSISW)	12	182	
31.			Tata Institute of Social Sciences (TISS)	17	807	
32.	Gujarat	33	Gujarat Vidyapith, M.D, Smaj Sewa Sanstha	15	83	<ul style="list-style-type: none"> • NGO run homes in a better condition than Govt run homes • standards of care not being maintained, eg. children being locked up in observation homes

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
33.			Developing Initiative for Social and Human Action (DISHA)	18	86	<ul style="list-style-type: none"> • Very few girls homes • No update on children in Track Child • Lack of clarity regarding CWC's role • Lack of information regarding child protection amongst the staff • Overcrowded homes
34.	Madhya Pradesh	51	Indore School of Social Work (ISSW)	12	31	<ul style="list-style-type: none"> • Delay in receipt of funds from the state govt • No homes in tribal areas • sufficient staff not available in the home • Inadequate vocational training in homes • Very few homes for girls
35.			Madhya Pradesh Institute of Social Sciences & Research (MPISSR)	14	37	
36.			Rachana	14	42	
37.			Bhopal School of Social Sciences	11	37	
38.	Goa	2	Attached to Maharashtra – TISS	2	70	<ul style="list-style-type: none"> • Children are directly admitted in homes without being produced before CWC • Children are locked up in Govt. Observation homes • Documentation and standards are not as per norms in home
39.	Dadra & Nagar Haveli	1	Attached to Gujarat	No Homes		
40.	Daman & Diu	2	Attached to Gujarat			

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
NORTH ZONE						
41.	Uttar Pradesh	75	Ehsaas	17	52	<ul style="list-style-type: none"> • Dedicated staff, but lack of training • Many districts have no homes • Documentation in home is not as per norms
42.			Developmental Association for Human Advancement (DEHAT)	18	63	
43.			Jan Mitra Nyas	20	36	
44.			Social and Development Research and Action Group	18	12	
45.			Shakti Vahini (Attached to Haryana)	2	8	
46.	Rajasthan	33	Institute of Development Studies (IDS)	17	209	<ul style="list-style-type: none"> • Slow restoration and rehabilitation • sensitivity towards children inadequate • Few homes far away from their place of registration • Poor condition of Mentally challenged children
47.			Udaipur School of Social Work (USSW)	16	80	
48.	Punjab	22	Navjeevan Charitable Society for Integral Development	12	36	<ul style="list-style-type: none"> • Lack of systematic documentation • Untrained staff in majority of homes • Poor infrastructure
49.			Navjeevanani School of Special Education	10	37	

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
50.	Haryana	21	Shakti Vahini	9	24	<ul style="list-style-type: none"> • Children are physically abused (corporal punishment) in some homes. • Homes are far from district headquarter and therefore not accessible
51.			Bhartiya Gyan Vigyan Samiti	12	58	<ul style="list-style-type: none"> • Poor Infrastructure, Standards for care and protection are not as per norms
52.	Delhi	11	Butterflies	9	90	<ul style="list-style-type: none"> • Programmatic Linkages inadequate • Slow restoration process • Inadequate follow up on child's condition post adoption
53.			Shakti Vahini (Attached to Haryana)	2	35	<ul style="list-style-type: none"> • Homes not maintained in a hygienic condition. * In south-west and west delhi district two home have closed down
54.	Jammu & Kashmir	22	University of Jammu	10	33	<ul style="list-style-type: none"> • The new J.J Act is not implemented as yet in the State
55.			Help Foundation - Srinagar	10 (3 districts remaining)	279 (3 remaining)	<ul style="list-style-type: none"> • 277* homes are registered under Madarsa Waqf Board • Some of the homes are running on High court's Instruction
56.				2 Districts	27	<ul style="list-style-type: none"> • Children in the homes are there mostly for education
57.	Himachal Pradesh	12	Himachal Pradesh Voluntary Health Association (HPVHA)	10	23	<ul style="list-style-type: none"> • Most homes are not registered under J.J Act • Lack of facilities/standards in most homes • Lack of adequate infrastructure
58.			People's Actions for People in Need (PAPN)	2	23	<ul style="list-style-type: none"> • Poor quality of programme especially education imparted in homes

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
59.	Uttarakhand	13	Mountain Children's Foundation (MCF)	12	30	<ul style="list-style-type: none"> • Poor infrastructure in homes • Homes not aware of JJ norms • Inadequate staff in the homes • Lack of capacity building
60.			Ehsaas (Attached to Uttar Pradesh)	12	27	
61.	Chandigarh	1	Navjeevanani School of Special Education	1	16	<ul style="list-style-type: none"> • Inadequately trained caregivers at homes • Lack of emphasis on vocational training • Homes are not segregated gender-wise
SOUTH ZONE						
62.	Tamil Nadu	32	Indian Council For Child Welfare (ICCW)	12	512	<ul style="list-style-type: none"> • Poor maintenance of infrastructure • Lack of effective Child Protection Policy • No discharge certificate from CWC after the child leaves the home • paramedical staff and counsellors not appointed • Inadequate capacity building of staff
63.			Bishop Heber College Dep. Of Social Work	15	682	
64.			Hand in Hand India	5	455	
65.	Karnataka	30	Child Rights Trust	10	430	<ul style="list-style-type: none"> • Govt. run institution are not registered under JJ Act • Poor hygiene maintained by homes • Inadequate staff • Standard of care provided in homes is not satisfactory
66.			School of Social Work Roshni Nilaya	10	374	
67.			S.S.L Law College, Karnataka	10	105	

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
68.	Kerala	14	Loyola Extension Services, Loyola College of Social Sciences	4	261	<ul style="list-style-type: none"> • Most of the homes are registered under Orphanage Control Board* (Orphanages and charitable institutions Act) • Lack of visits and monitoring • Standard and care are not as per norm
69.			Farook College	5	380	
			Rajagiri College of Social Sciences	5	599	
70.	Andhra Pradesh	13	Women's Development Trust	6	247	<ul style="list-style-type: none"> • Most of the homes including the government run homes are registered under women's and children's institutions (licensing) Act. • Inadequate staff and infrastructure. • Delay in the registration process, no clarity available on registration process at the district level • Children are not produced before the CWC regularly • Standards of Care are not followed in any home.
71.			Youth Club of Bejjipuram	7	516	
72.	Telangana	10	Pragathi Seva Samiti	10	536	<ul style="list-style-type: none"> • Most of the homes including the government run homes are registered under women's and children's institutions (licensing) Act. • Majority of the homes do not follow the standards of care mentioned in the JJ Act. • Inadequate staff in homes • Inadequate awareness on JJ Act, production before the CWC, restoration & repatriation. • In few homes boys are girls are kept in the same building

Appendix-VIII : Details of SCAs & findings

S.N	State/UT	Total no. of districts	SCAs	No of districts to cover	No of homes visited	Remarks
73.	Puducherry	4	Indian Council For Child Welfare (ICCW)	2	89	<ul style="list-style-type: none"> • Documentation not as per norm • No Home management committees • Monitoring of homes inadequate • Protection measures in homes are not in place
74.			Youth Club of Bejjipuram	1	No homes	
75.			Farook College	1	2	
76.	Lakshadweep	1	No homes			



सत्यमेव जयते

