



बिहार सरकार
समाज कल्याण विभाग



राज्य बाल संरक्षण समिति, बिहार

द्वितीय तल, अपनाघर (ललित भवन के पीछे), बेली रोड, पटना-23, बिहार। ✉-scpsbihar@gmail.com; ☎-0612 2545033

अभिरूचि आमंत्रण

समेकित बाल संरक्षण योजना एक केन्द्र प्रायोजित योजना है, जिसका उद्देश्य देखरेख एवं संरक्षण की आवश्यकता वाले बच्चों को संरक्षण प्रदान करना है। किशोर न्याय (बालकों की देखरेख एवं संरक्षण) अधिनियम, 2015 एवं समेकित बाल संरक्षण योजना (ICPS) में निहित प्रावधानों के अनुसार राज्य सरकार द्वारा स्वयंसेवी संस्थाओं के माध्यम से 50 बच्चों की अनुरक्षण क्षमता वाले बाल गृह (बालक/बालिका), 10 बच्चों की अनुरक्षण क्षमता वाले विशिष्ट दत्तकग्रहण संस्थान (SAA) एवं 25 बच्चों की अनुरक्षण क्षमता वाले खुला आश्रय (बालक/बालिका) का संचालन निम्न सारणी के अनुसार किया जाना है:-

क्र०स०	देखरेख संस्थानों का प्रकार	जिला का नाम
1.	बाल गृह (बालक)	औरंगाबाद, भोजपुर, गोपालगंज, वैशाली एवं सुपौल।
2.	बाल गृह (बालिका)	भोजपुर, नालंदा रोहतास, सीतामढ़ी, मुंगेर, सहरसा, दरभंगा एवं वैशाली।
3.	विशिष्ट दत्तकग्रहण संस्थान (SAA)	खगड़िया, किशनगंज, रोहतास, लखीसराय, जमुई, बक्सर, शेखपुरा, अरवल, शिवहर, नालंदा, बेगुसराय, जहानाबाद, नवादा एवं पटना
4.	खुला आश्रय (बालक/बालिका)	कटिहार, लखीसराय, दरभंगा, समस्तीपुर एवं वैशाली।

उक्त बाल देखरेख संस्थानों के संचालन में प्रावधानित बजट के आलोक में व्यय की गई कुल राशि के वहन की भागीदारी केन्द्र सरकार, राज्य सरकार एवं स्वयंसेवी संस्थानों के बीच ICPS दिशानिर्देशिका (समय-समय पर संशोधित) में वर्णित प्रावधानों के अनुसार होगा। प्रतिष्ठित एवं निबंधित स्वयंसेवी संस्थाओं से निम्न अर्हता के अनुसार आवेदन पत्र आमंत्रित किये जाते हैं:-

न्यूनतम अर्हता

1. संस्था, भारतीय न्यास अधिनियम, 1882, अथवा सोसायटी अधिनियम, 1860 के अधीन निबंधित हो।
2. संस्था का विगत 3 वर्षों का औसत आवर्त (Turn Over) कम-से-कम 10 (दस) लाख रुपये हो।
3. संस्था नीति आयोग के पोर्टल (NGO Darpan) पर निबंधित हो।
4. संस्था को बाल संरक्षण एवं बाल कल्याण के क्षेत्र में कार्य करने का अनुभव हो।
5. संस्था/ट्रस्ट किसी भी सरकार/विभाग के द्वारा काली सूची में दर्ज न हो।
6. पूर्व से समेकित बाल संरक्षण योजना के तहत राज्य सरकार द्वारा आवंटित दो या दो से ज्यादा बाल देखरेख संस्थानों (बाल गृह बालक/बालिका, विशिष्ट दत्तकग्रहण संस्थान, खुला आश्रय बालक/बालिका) का संचालन करने वाली संस्थाओं का आवेदन स्वीकृत नहीं किया जाएगा।
7. एक संस्था को पूर्व से संचालित एवं वर्तमान चयन प्रक्रिया के तहत दो या दो से ज्यादा बाल देखरेख संस्थानों के लिए चयनित नहीं किया जाएगा।
8. प्रस्तुतिकरण के दौरान संस्था के प्रशासी समूह के मुख्य सदस्यों (सचिव/महासचिव/उपाध्यक्ष/कोषाध्यक्ष) में से किसी एक का रहना अनिवार्य होगा।
9. किशोर न्याय (बालकों की देखरेख एवं संरक्षण) अधिनियम, 2015 एवं अन्य बाल संबंधी कानून एवं नियमों से संबंधित कार्यों की जानकारी रखने वाली संस्थाओं को प्राथमिकता दी जाएगी।

चयनित संस्था का भौतिक सत्यापन के पश्चात् राज्य बाल संरक्षण समिति द्वारा नियमानुसार एकरारनामा की प्रक्रिया पूर्ण की जाएगी। तत्पश्चात् संस्था के कार्यकलापों के मूल्यांकन के आधार पर अनुबंध की अवधि को विस्तारित किया जायेगा।

इच्छुक संस्थाएं बाल गृह/बालिका गृह/खुला आश्रय/विशिष्ट दत्तकग्रहण संस्थान हेतु दिशानिर्देश एवं विहित प्रपत्र समाज कल्याण विभाग के वेबसाइट-<http://socialwelfare.bih.nic.in/> से डाउनलोड कर सकते हैं। दिनांक-27.04.2018 तक अपना आवेदन विहित प्रपत्र में निदेशक, समाज कल्याण-सह-उपाध्यक्ष, राज्य बाल संरक्षण समिति, द्वितीय तल, अपना घर (ललित भवन के पीछे), बेली रोड, पटना-800023 को निबंधित डाक/स्पीड पोस्ट से प्रेषित किया जाना है। एक संस्थान, बाल गृह/बालिका गृह/खुला आश्रय/विशिष्ट दत्तकग्रहण संस्थान हेतु अधिकतम दो-दो जिलों के लिए (एक ही प्रपत्र में) आवेदन कर सकती है। एक से ज्यादा आवेदन देने पर किसी एक आवेदन पर ही विचार किया जायेगा, जिसके लिए SCPS स्वतंत्र होगा। आवेदन पत्र विहित प्रपत्र में देना अनिवार्य होगा। आवेदन पत्र विहित प्रपत्र में नहीं देने पर आवेदन निरस्त किया जायेगा। निर्धारित तिथि के बाद प्राप्त आवेदन पत्रों पर विचार नहीं किया जायेगा।

उपरोक्त निविदा के तहत कुछ या सभी संस्थानों के चयन प्रक्रिया को रद्द करने का अधिकार समिति के पास होगा।

विश्वासभाजन

10/04/18
(सुनील कुमार)

निदेशक, समाज कल्याण-सह-
उपाध्यक्ष, राज्य बाल संरक्षण समिति।

ज्ञापांक:- 285

पटना, दिनांक:- 11/04/2018

प्रतिलिपि:-आई० टी० मैनेजर, समाज कल्याण विभाग को निदेशित किया जाता है कि अभिरुचि आमंत्रण (अनुलग्नक सहित) को विभाग के वेबसाइट पर अपलोड करना सुनिश्चित करें।

10/04/18
(सुनील कुमार)

निदेशक, समाज कल्याण-सह-
उपाध्यक्ष, राज्य बाल संरक्षण समिति।



बिहार सरकार
समाज कल्याण विभाग।

खण्ड - 1 (सामान्य सूचना)

1. आवेदक संस्था का नाम -
2. निबंधन संख्या/वर्ष -
3. कार्यालय का पता -
भवन संख्या/मुहल्ला - सडक/लेन/मुहल्ला -
शहर - थाना -
डाकघर - राज्य - पिन कोड -
4. दूरभाष संख्या, लैंडलाइन, मोबाईल

5. संस्था के मुख्य पदधारक का नाम (पदनाम सहित) -

6. ई-मेल आई डी -, वेबसाईट (यदि हो तो)

7. संस्था का निबंधन :

(क) (सोसायटी रजिस्ट्रेशन एक्ट/कम्पनी एक्ट/पब्लिक चैरिटेबल ट्रस्ट एक्ट)

(ख) पंजीकरण की वैधता :

DD	MM	YYYY
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DD	MM	YYYY
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 तक

8. प्रशासी समूह के पदधारको की विवरणी (नाम, पदनाम, मोबाईल, आधार संख्या सहित) -

क्र	नाम	पदनाम	शैक्षणिक योग्यता	पता	मोबाइल नं०	पैन नं०	आधार नं०

9. संस्था में कार्यरत पूर्णकालिक वेतनभोगी कर्मियों की विवरणी :

क्र	नाम	पदनाम	शैक्षणिक योग्यता	वेतन	मोबाइल नं०	योगदान की तिथि

10. क्या संस्था का उप-नियम (Bye-Laws) संस्था को प्रस्तावित कार्य के क्रियान्वयन/संचालन की अनुमति देता है -

11. क्या संस्था को पूर्व में कभी काली सूची में दर्ज किया गया है (हाँ/नहीं) -

यदि हाँ तो इसकी विवरणी निम्नवत् दें -

(क) काली सूची में दर्ज किए जाने से संबंधित आदेश (तिथि का उल्लेख करें) -

(ख) विभाग/निदेशालय/निगम/सोसाइटी का नाम जिसके द्वारा संस्था को काली सूची में दर्ज किया गया -

(ग) कारण (संक्षिप्त विवरणी) -

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 (ग) संस्था को काली सूची से हटाये जाने से संबंधित आदेश (तिथि का उल्लेख करें) -
 (संबंधित आदेशों की छायाप्रति संलग्न करें)

12. विगत तीन वर्षों में संस्था द्वारा विभिन्न स्रोतों से प्राप्त निधि की विवरणी -

वित्तीय वर्ष	कुल प्राप्त निधि	सरकारी स्रोतों से प्राप्त निधि

13. संलग्न किये जाने वाले अनिर्वाय दस्तावेज :

(क) संस्था का निबंधन प्रमाण पत्र :

(ख) संस्था का मेमोरेण्डम ऑफ एसोसिएशन :

(ग) वार्षिक प्रतिवेदन (विगत तीन वर्षों का) :

(घ) अंकेक्षण प्रतिवेदन (Receipt & Payment Account, Income & Expenditure Account, Balance Sheet)

खण्ड - II (परियोजना/कार्यक्रम/संस्थान के संचालन में अभिरुचि हेतु पूरक सूचना)

1. कृपया 'सही' का निशान लगाये जिसके संबंध में आपकी संस्था के द्वारा परियोजना/ कार्यक्रम/ संस्थान संचालित करने की अभिरुचि व्यक्त की जा रही है तथा आवेदन करने हेतु जिले का नाम उल्लेख करें :-

क्र०	परियोजना/कार्यक्रम/संस्थान	उपर्युक्त में टिक लगाये	जिला का नाम
I	बाल गृह (बालक)		
ii	बाल गृह (बालिका)		
iii	खुला आश्रय		
iv	विशिष्ट दत्तकग्रहण संस्थान (SAA)		
v	उत्तर रक्षा कार्यक्रम		
vi	भिक्षुकों हेतु आवासीय संस्थान (पुरुष)		
vii	भिक्षुकों हेतु आवासीय संस्थान (महिला)		
viii	वृद्धाश्रम		
ix	अल्पावास गृह		
X	स्वाधार		
Xi	उज्जवला		
xii	स्टेप (STEP)		

2. क्या संस्था द्वारा पूर्व में जरूरतमंद महिलाओं, बच्चों, वृद्धजनों एवं भिक्षुको हेतु आवासीय संस्थान या कार्यक्रम संचालित किए जाने का अनुभव है (हाँ/नहीं) -

Attached the following documents:-

1. Copy of Registration Certificate under the society Registration Act, 1860 or Indian Contract Act, 1882;
2. Copy of Memorandum of Association, rules, Guidelines and bye-laws;
3. List of management/executive committee of board members showing that the majority of the members of such committee/board are Indian Citizen;
4. Annual Reports including Audited Accounts for the last three years;
5. Resolution by the agency supporting the decision for running Children's Home (for providing residential care to CNCP)/Specialized Adoption Agency (for placing orphan, abandoned surrendered children in adoption), as applicable;
6. Undertaking to abide by the relevant Rules and Guidelines in force;
7. Undertaking to regularly update data on CARINGS or/and Track the missing child portal and to have necessary facilities for the same;
8. Supporting documents indicating that the organization has been engaged in child protection and welfare activities;
9. List of children in the institution (if applicable) and professional and child care staff.
10. Technical proposal for running Children's Home or/and Specialized Adoption Agency (SAA) and;
11. All relevant documents mentioned in the advertisement/application.
12. Certificate/proof of registration of NGO on GOI, NITI Aayog (NGO Darpan) portal.

Date :/...../.....

Full Name :

Designation :

Signature with seal

**State Child Protection Society, Bihar
Department of Social Welfare
Government of Bihar**

PROJECT DETAILS FOR CHILDREN'S HOME

The Project Details Document of Children's Home contains information/guideline related to location, infrastructure, staffs, programmes to be carried out for children etc.

Project Details of Children's Homes:

A large number of children in need of care and protection who enter the juvenile justice system through the Child Welfare Committees (CWCs) are in need of residential care and protection during the pendency of any inquiry and subsequently for their long-term care, treatment, education, training, development and rehabilitation. Section 50(1) of the Juvenile Justice (Care and Protection of Children) Act 2015 empowers the State Government, to set up Children's Homes, either by itself or in collaboration with voluntary organizations, in every district or group of districts for the reception and residential care of such children. These homes shall serve as a home away from home and provide comprehensive child care facilities to children for ensuring their all-round development. They shall work towards enhancing the capabilities and skills of children and work with their families with the view of facilitating their reintegration and rehabilitation into mainstream society.

Following are the minimum standards to be followed during the setting up of or running of children's home:

1. Location of Institution

Children's Home must be located in a congenial child friendly environment in natural surroundings with adequate open space for children to engage in outdoor activities. The location and size of an institution at a particular town will depend on the caseload of children referred by the Child Welfare Committee. As far as possible, the Home should be well connected by various modes of transportation and be within the vicinity of schools and technical and other vocational training institutions so that they are easily accessible to the children in care.

2. Building

The accommodation in the Children's Home shall be as per the following criteria:

2.1 Segregation of children as per the age-groups:

- a) Separate children's homes shall be set up for boys and girls in the age group 06 to 18 years;
- b) Every children's home shall include separate facilities for children in the age group of 0-5 years with appropriate facilities for the infants;
- c) Children in the age group of 6 to 18 years shall be further segregated into three groups of 6 to 10 years, 11 to 15 years and 16 to 18 years.

2.3 Details of Building/Accommodation for an institution with 50 juveniles/children:

(i) 2 Dormitories Each	1000 Sq. ft. for 25 juveniles/children i.e. 2000 Sq. ft.
(ii) 2 Classrooms	300 Sq. ft. for 25 juveniles/children i.e. 600 Sq. ft.
(iii) Sickroom/First aid room	75 Sq. ft. per juvenile/children for 10 i.e. 750 Sq. ft.
(iv) Kitchen	250 Sq. ft.
(v) Dinning Hall	800 Sq. ft.
(vi) Store	250 Sq. ft.
(vii) Recreation room	300 Sq. ft.
(viii) Library	500 Sq. ft.
(ix) 5 bathrooms	25 Sq. ft. each i.e. 125 Sq. ft.
(x) 8 toilets/latrines	25 Sq. ft. each i.e. 200 Sq. ft.

- (xi) Office rooms (a) 300 Sq. ft.
(b) Superintendent's room 200 sq. fit
- (xii) Counselling and guidance room 120 Sq. ft.
- (xiii) Workshop 1125 Sq. ft. for 15 juvenile @75 Sq. ft. per trainee
- (xiv) Residence for Superintendent* (a) 2 rooms of 250 Sq. ft. each
(b) kitchen 75 Sq. ft.
(c) bathroom-cum-toilet/latrine 50 Sq. ft
- (xv) 2 Rooms for CWC 300 Sq. ft. each i.e. 600 Sq. ft.
- (iv) Play ground: Sufficient play ground area shall be provided in every institution according to the total number of children in Home.

The dormitories, classrooms and workshops shall have sufficient cross ventilation and light.

Total Area: 8495 Sq. ft.

*The Superintendent shall stay within the institution and be provided with quarters. In case he/she is not able to stay in the home for legitimate reasons (to be permitted by Director, Child Protection), any other senior staff member(s) of the institution shall stay in the institution and be in a position to supervise the overall care of the children/juveniles and , take decisions in the case of any crisis/emergency.

2.2 Following are the minimum standards of accommodation (should be observed, viz.:

- (i) Dormitory: 40 Sq. ft. per juvenile/child
- (ii) Classroom: 300 Sq. ft for 25 juvenile/child
- (iii) Workshop: 75 Sq. ft. per juvenile/child
- (iv) Play ground: Sufficient play ground area shall be provided in every institution according to the total number of children in Home.

The dormitories, classrooms and workshops shall have sufficient cross ventilation and light.

3. Sanitation and Hygiene:

Each institution should have the following facilities:

- (i) Sufficient purified drinking water. Water filters should be installed;
- (ii) Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises;
- (iii) Arrangements for disposal of garbage;
- (iv) Protection from mosquitoes by providing mosquito nets;
- (v) Sufficient number of toilets in the proportion of at least one latrine/toilet for seven children;
- (vi) Sufficient number of bathrooms in the proportion of at least one bathroom for ten children; The bathroom and toilets should be well lit and airy, and they should be tiled.
- (vii) Clean and fly-proof kitchen and separate area for washing utensils;
- (viii) Open space for sunning of bedding and clothing; and
- (ix) Utmost cleanliness in the Medical Centre.

4. Staffing Pattern:

Staffing pattern of an Institution with 50 children:

Sl. No.	Personal	No. of posts	Rate as per ICPS (Rs. Per month)
1.	Superintendent	1	25000/-
2.	Counsellor	1	17500/-
3.	Probation officer/Child Welfare officer/Case Worker	1	17500/-
4.	House father or house mother	2	11000/-
5.	Paramedical Staff	1	9000/-
6.	Store-keeper cum Accountant	1	14000/-
7.	Cook	1	7500/-
8.	Helper	1	6000/-
9.	Housekeeper	1	6000/-

Sl. No.	Personal	No. of posts	Rate as per ICPS (Rs. Per month)
10.	Educator(voluntary/part time)	1	To be Outsourced through Convergence
11.	MBBS Doctor(voluntary/part time)	1	
12.	Art & Craft cum Music teacher(voluntary/part time)	1	
13.	PT instructor cum Yoga teacher(voluntary/part time)	1	
	TOTAL	14	

The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house mother and primary teacher would proportionally increase with the increase in the capacity of the home.

While selecting the staff for a girl's home, every effort shall be made to appoint female personnel, especially at leadership and decision-making levels as well as those interacting with the girl children.

The statutory duties and responsibilities of the personnel will be as per the provisions of the Juvenile Justice Act (Care and Protection of Children), 2015 and the The Bihar Juvenile Justice (Care and Protection of Children) Rule 2017. Children should participate in the running of the institution and should be involved in:

- (i) Developing their time table/daily routine including studies, entertainment, sports, etc.;
- (ii) Planning their meals- Mess Committee should be introduced and juveniles/children should be given opportunity to choose and plan their meal with the help of a nutritionist;
- (iii) Maintaining their own establishment- keeping the rooms clean and tidy;
- (iv) Cleaning of open-spaces, gardening, etc.
- (v) Extra-curricular activities which also promote skill development.

5. Recruitment, selection and training of personnel:

Considering the nature of work entrusted under the Juvenile Justice Act 2015 and The Bihar Juvenile Justice (Care and Protection of Children) Rule 2017 to the staff caring for juveniles/children in the institutions, it is necessary that such staff who are recruited should be trained, in keeping with their statutory responsibilities and specific job requirements.

Only such persons trained in the juvenile justice system and having the knowledge of care and protection of children should be recruited for the posts of Superintendent/Project Manager, Probation Officer and Child Welfare/Protection Officer of these institutions. If untrained persons are holding these posts, the State Government or the Officer-in-charge should provide for in-service training to them. The State Government may take the help of NIPPCD, NISD, NIMHANS and recognized schools/institutes of social work or expert bodies/institutions specialized in child related issues for organizing specialized training programmes for different categories of personnel. The training programmes should include issues relating to child rights, child psychology, handling children sensitively, juvenile justice, counselling, life skills training and dealing with delinquency and problem behaviour. These training programmes could be arranged as

- (a) Orientation and training for newly-recruited staff and in-service training for existing staff;
- (b) Refresher training courses for every staff member at least once in every two years;
- (c) Participation in periodic staff conferences, seminars, workshops with the various other stakeholders or functionaries of the Juvenile Justice System and the State Government at various levels.

6. Minimum Standards of Services:

Every Institution established under this scheme shall adhere to the standards of care for juveniles/children laid down by the Juvenile Justice (Care and Protection of Children) Act, 2015 and The Bihar Juvenile Justice (Care and Protection of Children) Rule 2017. The standards of services in an institution shall include:

6.1 Medical Facilities

Every institution shall ensure that a medical examination of the child/juvenile is carried out at the time of admission to the institution and an individual medical record shall be maintained for each child. The institution should provide for the necessary medical facilities so as to ensure that:

- (i) Regular health check up is conducted and that there is a doctor on call and he/she visits the institution every alternate day. Institutions should tie up with local PHCs for providing regular medical facilities to children;
- (ii) Sufficient medical equipments to handle minor health problems including first aid kit with stock of emergency medicines and consumables should be available, etc.;
- (iii) Arrangements are made for the immunization coverage;
- (iv) Timely referral is made of children/juveniles with deteriorating health or serious ailments to the nearest civil hospital or recognized treatment center; and
- (v) All institutional staff are trained first aid treatment.

6.2 Diet Scale

- (i) The diet scale should be in accordance with the provisions of The Bihar Juvenile Justice (Care and Protection of Children) Rule 2017 under Juvenile Justice Act 20015. This shall be strictly adhered to by the institutions;
- (ii) Every institution should constitute a Mess Committee with the membership children/juveniles to plan and decide their daily menu. A nutrition expert shall be member of this Committee who shall ensure that the food served is balanced, nutritious and varied;
- (iii) The diet scale should include adequate quantity of cereals, pulses, vegetables, fruits, eggs, milk and meat and fish in accordance with the local dietary habits;
- (iv) Special menu should be provided on holidays, festivals and to the sick children/juveniles, as required.

6.3 Clothing and Bedding

As per the scale laid down by the State Government based on the climate requirements, each child/juvenile should be provided with:

Clothing (every year)	Bedding (every year)	Others (as per the need)
(i) Four sets of clothing at one point of time, the child should have a minimum of three sets of clothing) (ii) Five sets of customary undergarments (iii) Two towels (iv) One jersey and one pullover for winter (v) Three sets of school uniform for children attending outside schools (vi) One pair of shoes (vii) Four pair of socks	(i) One cotton mattress/dari/mat (ii) Two cotton bed sheets (iii) One blanket (iv) One pillow	(i) Tooth powder/paste (ii) Soap (iii) Oil (iv) Comb (v) Sanitary pads for girls (vi) Serving dishes as required

(viii) One pair of chappals		
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6.4 Daily Routine

Every institution should have a well-regulated daily routine for the juveniles/children, which should be structured in such a way that juvenile/children are kept occupied for at least six hours. The daily routine should be displayed on the notice board and provide inter-alia for:

- (i) Regulated and disciplined daily routine;
- (ii) Personal hygiene and cleanliness;
- (iii) Regular physical exercise through PT and yoga, etc.;
- (iv) Schooling;
- (v) Vocational training;
- (vi) Recreation and sports viz. basket ball, volley ball, cricket, badminton, table tennis and other sports as suitable to the local conditions;
- (vii) Time for music and watching television;
- (viii) Group activities;
- (ix) Prayer and community singing; and
- (x) Special programmes for Sundays and holidays.

The institution should plan an outing for all the children/juveniles monthly.

6.5 Education

Every institution should provide children with education according to their age and ability, either within the institution or outside through a formal high quality education system. Non-formal education facilities shall be made available within institution in exceptional cases and the overall focus should be on mainstreaming children in to the regular educational system.

Every institution should periodically assess the educational status and vocational aptitude of the children/juveniles in care by conducting tests and interacting with the children/juveniles informally. Necessary linkages should also be established with educational specialists and community-based welfare agencies, psychologists, psychiatrists, child guidance clinics, hospitals and local doctors, open schools and Jan Shikshan Sansthan, etc. to provide the children/juveniles access to value added need based services.

NGOs and voluntary organizations should be invited to provide special coaching, tuition, etc. to children/juveniles when found necessary.

6.6 Vocational Training

In order to prepare children/juveniles for economic independence when they are discharged from the institutions as young adults, it shall be the responsibility of every institution to provide employable vocational training to juveniles/children when they complete their schooling or drop out of school. Every institution should tie up with local NGOs and ITI's to either provide vocational facility within the institution premises or send the children/juveniles to such NGOs or ITI's for specialized vocational training for which the child has an aptitude.

Some suggested vocations may include:

- (i) Computer operation
- (ii) Computer repairing and maintenance
- (iii) Data Typing and Processing
- (iv) Carpentry
- (v) Fitter training
- (vi) Automobile repair and servicing
- (vii) Welding
- (viii) Textile Printing

- (ix) Tailoring
- (x) Beautician
- (xi) Electrical wiring
- (xii) Mobile repairing
- (xiii) Printing and book binding
- (xiv) Soap making
- (xv) Candle making
- (xvi) Light engineering
- (xvii) Gardening
- (xviii) Any other vocation/trade based on local needs which has employment potential

7. Rehabilitation and Social Reintegration:

The rehabilitation and social reintegration of a child/juvenile should be carried at the earliest based on individual social history. The focus should be on:

- (a) Reintegrating the child in his/her biological family through counseling and other supportive services;
- (b) Adoption placement;
- (c) Foster care where necessary;
- (d) Sponsorship support where required;
- (e) Transferring the juvenile/child to an After-care Organisation.

The provisions for promoting non-institutional services for the rehabilitation and social reintegration of children/juveniles in institutions should be as per the provisions of the The Bihar Juvenile Justice (Care and Protection of Children) Rule 2017 under Juvenile Justice Act 2015.

8. Home Management Committee:

Every institution shall constitute a Home Management Committee chaired by the Assistant Director Child Protection from the District Child Protection Unit to oversee the effective functioning of the institution. The members of this committee shall include two children representing different age groups, Chairperson or member of the Child Welfare Committee, Chairperson or member of the Juvenile Justice Board, one representative each from the local Shelter, CHILDLINE, and Vocational Training Institute, one doctor from the Government Hospital/PHC, one Member from a local body and the Superintendent of the Home. The Home Management Committee shall meet monthly and should undertake following tasks:

- (a) Inspection of Home to review infrastructure and services;
- (b) Interaction with the Mess Committee to review details of the planned weekly menu and ensure that the diet scale is being followed;
- (c) Interact informally with the children to ensure their well being and that periodic contact is being arranged with their families;
- (d) Review the standard of care, education and vocational training being provided to the juveniles/children to ensure that it adheres to standards detailed in the JJ Act and the ICPS;
- (e) Receive and respond to complaints and requests from children/juveniles;
- (f) Any other matters concerning children staying in the institution or relating to the overall management of the institution.

NOTE: FOR DETAILS REFER ICPS GUIDELINE (www.wcd.nic.in)

State Child Protection Society, Bihar
Social Welfare Department,
Government of Bihar

Budget for Children's Home

Annual

Sr. No.	Budget heads	Basic of Computation	Annual Budget
A	RECURRING COST		
1	Salaries & wages		
1.1	Superintendent (1)	Rs. 25000*1*12 months	3,00,000.00
1.2	Counsellor(1)	Rs. 17500*1*12 months	2,10,000.00
1.3	Probation Officer (1)	Rs. 17500*1*12 months	2,10,000.00
1.4	House father or House Mother (2)	Rs. 11000*2*12 months	2,64,000.00
1.5	Paramedical staff (1)	Rs. 9000*1*12 months	1,08,000.00
1.6	Store-keeper cum Accountant(1)	Rs. 14000*1*12 months	1,68,000.00
1.7	Cook(1)	Rs. 7500*1*12 months	90,000.00
1.8	Helper(1)	Rs. 6000*1*12 months	72,000.00
1.9	Sweeper(1)	Rs. 6000*1*12 months	72,000.00
	<i>Subtotal of salaries and wages</i>		14,94,000.00
2	General Administration		
2.1	Rent for hiring building for running Children's Home @ Rs. 35,000/- per month (Subject to Actual)*	Rs. 35,000/-per month (Subject to Actual)*	4,20,000.00
2.2	Water and electricity charges @Rs.10000/- per month (subject to actuals)	Rs. 10,000/-per month (Subject to Actual)*	1,20,000.00
	<i>Subtotal of General Administration</i>		5,40,000.00
3	Maintainence of Children		
3.1	Maintenance @Rs.2000/- per child per month (for food@1400/- and 600/- for clothing, medicine, soap, oil, etc.)	Rs. 2000/- per child per month for 50 children	12,00,000.00
3.2	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @Rs.800/- per child / year	Rs. 800/- per child per year for 50 children	40,000.00
3.3	Miscellaneous for outings, magazines/books for library, sports equipments, etc. @Rs.5000/- per month (subject to actuals)	Rs. 5,000/-per month (Subject to Actual)*	60,000.00
3.4	Transportation (Travel expenses for children for the purpose of vocational training/schools, field visits, enquiries, and production of the child before CWCs, JJBs etc.)	Rs. 80000/- per year	80,000.00

State Child Protection Society, Bihar
Social Welfare Department,
Government of Bihar
Budget for Children's Home
Annual

Sr. No.	Budget heads	Basic of Computation	Annual Budget
	<i>Subtotal of Maintainence of Children</i>		13,80,000.00
4	Contingencies		
4.1	Contingencies(Formats/Statinory,telephone, internet, review meeting cost, travel, etc)	Rs. 200000/- per year	2,00,000.00
	<i>Sub total of Contingencies</i>		2,00,000.00
A	RECURRING COST(TOTAL)		36,14,000.00
B	NON-RECURRING COSTS/Equipment & Supply		
1	Office & Kitchen equipments		
1.1	Furniture including 60 beds (including 10 for sick room) for children,	Rs. 900000/- for 60 Beds one time	9,00,000.00
1.2	One time grant for buying books for library	Rs. 75000/- one time	75,000.00
1.3	Three computers with UPS and with printer cum scanner cum fax @ Rs. 45000/-	Three computers with UPS and with printer cum scanner cum fax @ Rs. 45000/-	1,35,000.00
1.4	2 televisions (one for every 25 children)@15000	Rs. 15000/- each (for two television) one time	30,000.00
1.5	Equipments for kitchen and utensils including gas connection, water filter, etc.	Rs. 50000/- one time	50,000.00
	<i>Sub total of Office & Kitchen equipments</i>		11,90,000.00
B	NON-RECURRING COSTS (TOTAL)		11,90,000.00
C	Grand total(A+B)		48,04,000.00
D	NGO Contribution	10% of the Total budget (c')	4,80,400.00
E	Grant to be released by DCPU (Central Share)	60% of the Total budget(c')	28,82,400.00
F	Grant to be released by DCPU (State Share)	30% of the Total Budget(c')	14,41,200.00
G	TOTAL grant to be released by the DCPU (Central Share + State Share)	(E+F)	43,23,600.00

**State Child Protection Society, Bihar
Department of Social Welfare
Government of Bihar**

PROJECT DETAILS FOR OPEN SHELTER

The Project Details Document of Open Shelter contains information/guideline related to location, infrastructure, staffs, programmes to be carried out for children, norms related to finances, reporting, monitoring and termination.

Project Details of Open Shelter

1. Location:

The Open shelters shall be set up at urban or semi-urban centres in the district headquarter towns of the State. NGO running the Open Shelter may contact Municipal Corporation, ZilaParishad, Slum Board, Railway and Transport authorities or Trade bodies like Chamber of Commerce, VyavasayeeSangha etc. for suitable accommodation for Open shelters or contact points. NGOs may seek help of District Child Protection Society/Unit also for making arrangement for accommodation. These shelters would be set up in the proximity of such locations which are frequently visited by children who are in the category of 'children in need of care and protection' as defined under Section 2(14) of Juvenile Justice (Care and Protection of Children) Act 2015. Examples of these locations are-

- Railway Junction
- Bus Terminus
- Busy markets
- Centre of congregation of hotels, dhabas and restaurants
- Slum area
- Centre of commercial trade, business and enterprises
- Red-light area
- Popular tourist spots etc.

2. Target Group:

There shall be separate open shelters for boys and girls and it will cater to the children below the age of 18 years. Open Shelters will provide assistance and will be accessible to all children in need of care and protection as per Section 2(14) and 43 of Juvenile Justice (Care and Protection of Children) Act 2015 and particularly the following-

- Beggars,
- Street children,
- Working children,
- Rag pickers,
- Small vendors,
- Street performers,
- Orphaned,
- Deserted,
- Trafficked
- Run-away children,
- Children of migrant population, etc.

3. Objectives:

The Open Shelter is not meant to provide permanent residential facilities for children. Rather, they will complement the institutional care facilities for children in need of care and protection already existing in the district, for example, Children's home for boys and girls. The objectives of these Open Shelters include:

- i. To attract above-mentioned target group of children from their present vulnerable life situation to a safe environment;
- ii. To wean these children away from the vulnerable situations by sustained interventions;
- iii. To guide these children away from high risk and socially deviant behaviours;
- iv. To provide opportunities for education and develop their potential and talent;
- v. To enhance life-skills and reduce their vulnerabilities to exploitation;
- vi. To reintegrate these children into families, alternative care and community;
- vii. To carry out regular follow up to ensure that children do not return to vulnerable situations.

4. Programmes and Activities:

- i. Providing 24- hours accessibility and temporary shelter to children- The open shelter shall function as 24- hours Crisis Management Centre to receive and provide necessary assistance and accessibility to children round the clock. It shall provide temporary stay facilities for vulnerable children.
- ii. Referral to Children's Home for long term care- Children requiring long term care shall be referred to the nearest Government/NGO run Children's home or shelter home.
- iii. Mapping of vulnerable or at risk spots- There may be many centres or points in and around the location of the open shelter which may be frequently visited by children as mentioned above. A profiling of such places shall be carried out to understand the categories of children coming, nature of risks associated with the place etc.
- iv. Identification of vulnerable children- Identification of vulnerable children shall be carried out within the geographical area/location of the Open Shelters with the help of outreach workers to understand their needs. The NGO running the open shelter shall also take the assistance of DCPS/U of the concerned district in the identification process.
- v. Attracting vulnerable children to the open shelter and sustaining their interest- Innovative child friendly approaches and methodologies like music, drama, story-telling, outings shall be used to establish contacts with them, build trust and to attract them to the open shelter and sustain their interest in the activities carried out at the shelter;
- vi. Outreach activities through Contact Points- In order to make outreach to the vulnerable children and also to enable such children establish contacts with the open shelter, the organizations shall establish through Contact Points. These points could be established on railway platforms, crowded market areas, tourist destination, bus stands, etc.;
- vii. Counseling of children- Children who will show symptoms as a result of psychological trauma or certain disorders or mannerism not in keeping with the accepted social norms, shall be counseled at the shelter by the Project Coordinator-cum-Counsellor, while the social workers shall, through case work and group activities, try to make the environment around the child conducive to his or her overall development.

- viii. Provide life skills to children leading to personality enhancement, raising self esteem, developing a positive approach to life, improving communication skills, ability to deal with trauma, reducing risk and vulnerabilities, etc.;
- ix. Facilitating school mainstreaming- The Open Shelter should, after children start coming to the centre on a regular basis, introduce bridge-course education to enable children's admission to age-appropriate classes in formal schools in their locality by establishing linkages with the SSA. Older children may be linked with National Open School Programme (NOSP).
- x. Facilitating access to vocational training- In order to provide useful vocational training to children, every Open Shelter should tie up with NGOs and ITIs to either provide vocational training facilities by sending the children to such NGOs or ITIs or provide such facilities within the Open Shelter;
- xi. Encouraging voluntary service- The staffs of the open shelter shall, through meetings and regular contacts, encourage involvement of social workers, community volunteers, peer educators, students and others. This will provide opportunity to people with skills and time to mentor, guide and improve the quality of life of these children;
- xii. Encouraging Child Participation: Children should be encouraged to participate in the activities of open Shelters. To ensure participation of children in decision making process, children's committees should be established and regular meetings and feedback sessions should be held and documented;
- xiii. Maintaining and Updating Child's profile: Details about every child shall be entered into the case history format as per the Bihar Juvenile Justice (Care and Protection of Children) Rules, 2017 by the project coordinator or the social workers at the Open Shelter. The data of each child shall be computerized details shall be furnished to the DCPU/S as a part of the child tracking system.
- xiv. Maintenance of Registers, Files and Formats- At the open shelter, the following files shall be maintained-
 - a) Admission and discharge register;
 - b) Medical file or medical report;
 - c) Stock register;
 - d) Correspondence file;
 - e) Log book;
 - f) Order book;
 - g) Meeting book;
 - h) Cash book;
 - i) Budget statement file;
 - j) Individual case file with individual care plan;
 - k) Children's Suggestion book;
 - l) Visitor's book;
 - m) Staff movement register;
 - n) Personal belongings register;
 - o) Donation register;

- p) Minutes register of staff meetings;
 - q) Minutes register of Children's Committees; and
 - r) Attendances register for staff and children.
- xv. Preparation of Individual Child Care Plan- For each child accessing the services at open shelter, the organization shall prepare individual child care plans which would be computerized. These plans shall be monitored by the DCPU/S from time to time;
- xvi. Referral to specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders;

5. Facilities to be maintained at the Open Shelter:

- a. 24 hours drop-in-cum night shelter facility
- b. One dormitory with adequate space for 25 children to sleep
- c. Quality toilets (minimum 2), bathrooms (minimum 2) and washing facilities
- d. A minimum of 25 lockers for children to keep their belongings
- e. Recreational facilities both indoor and outdoor,
- f. Educational material and space for those wanting to study
- g. Health screening of children coming to the open shelter

6. Accommodation required:

A Unit for 25 children with a minimum carpet area of 2000 sq ft. including a kitchen, twobathrooms and two toilets.

7. Staffing Structure:

Sl. No	Particulars of post	No. of posts	Rate as per ICPS (Rs. Per month)
1	One Project Coordinator cum Counsellor	1	17500
2	One Social Worker	1	14000
3	Two Care Givers cum Bridge Course Educators	2	9000
4	Three Outreach Workers	3	8000
5	One Helper for cleaning and cooking purposes	1	6000
	Total	8	

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graph TD
    PC[Project Coordinator-cum-Counsellor (1)] --> SW[Social Worker (1)]
    PC --> CG[Care givers-cum Bridge Course Educators (2)]
    SW --> OW[Outreach Workers (3)]
    CG --> H[Helper (1)]
  
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NOTE: FOR DETAILS REFER ICPS GUIDELINE (www.wcd.nic.in)

State Child Protection Society, Bihar
Social Welfare Department
Government of Bihar
Budget for Open Shelters
Annual Budget

Sr. No.	Budget heads	Basic of Computation	Total Amount
A	RECURRING COST		
1	Salaries & wages		
1.1	One Project Coordinator cum Counsellor	Rs. 17500*12months	2,10,000.00
1.2	One Social Worker	Rs. 14000*1*12 months	1,68,000.00
1.3	Two Care Givers cum Bridge Course Educators	Rs. 9000*2*12 months	2,16,000.00
1.4	Three Outreach Workers	Rs. 8000*3*12 months	2,88,000.00
1.5	One Helpers for cleaning and cooking purposes	Rs. 6000*1*12 months	72,000.00
	Subtotal of salaries and wages		9,54,000.00
2	General Administration		
2.1	Rent for hired building or maintenance for self-owned building for:		
2.1.1	Open Shelters @ Rs.17500/- per month (subject to actuals)	Rs.17500/- per month (subject to actuals)	2,10,000.00
2.1.2	3 Contact Points @ Rs. 2600/-per month (subject to actuals)	Rs.2600/- per month (subject to actuals)	93,600.00
2.2	Water and electricity charges @Rs.2600/- per month (subject to actuals)	Rs.2600/- per month (subject to actuals)	31,200.00
	Subtotal of General Administration		3,34,800.00
3	Maintainance of Children		
3.1	Maintenance @ Rs 2000 per month (food @ Rs 1400 and Rs. 600 for clothing, medicine, soap, oil, toothpaste, toiletries, etc.) (Rs. 2000X 25 Children X 12 months)	Rs.2000/- per child per month for 25 children	6,00,000.00
3.2	Miscellaneous for outings, books for library, play, materials, education/sports equipments, etc.@ Rs. 4000/- per month (subject to actuals)	Rs. 4000/- per month (subject to actuals)	48,000.00
3.3	Transportation charges @ Rs. 2600/- per month	Rs. 2600/- per month	31,200.00
	Subtotal of Maintainance of Children		6,79,200.00

State Child Protection Society, Bihar
Social Welfare Department
Government of Bihar
Budget for Open Shelters
Annual Budget

Sr. No.	Budget heads	Basic of Computation	Total Amount
4	Contingencies		
4.1	Contingencies (Postage, stationary, telephone, photocopy etc.) @Rs. 2600/- per month	Rs. 2600/- per month	31,200.00
	<i>Sub total of Contingencies</i>		31,200.00
	RECURRING COST(TOTAL)		19,99,200.00
B	NON-RECURRING COSTS/Equipment & Supply		
5	Office & Kitchen equipments		
5.1	Furniture including mattresses for children, 25 steell lockers, cupboards, tables and chairs tec.	Rs. 150000/- one time	1,50,000.00
5.2	Two Computer with UPS (including cost of Software License) and one printer cum scanner	Rs. 90000/- one time	90,000.00
5.3	1 Color Television	Rs. 15000/- one time	15,000.00
5.4	Equipments for sports, entertainment, vocational training and kitchen along with utensils, gas stove, water filter, ect.	Rs. 250000/- one time	2,50,000.00
	<i>Sub total of Office & Kitchen equipments</i>		5,05,000.00
	NON-RECURRING COSTS (TOTAL)		5,05,000.00
	Grand total(A+B)		25,04,200.00
	NGO Contribution	10% of the Total budget	2,50,420.00
	Grant to be released by Government	(Grand Total- NGO contribution)	22,53,780.00

State Child Protection Society, Bihar
Department of Social Welfare
Government of Bihar

PROJECT DETAILS FOR Specialized Adoption Agency (SAA)

The Project Details Document of Specialized Adoption Agency (SAA) contains information/guideline related to location, infrastructure, staffs, programmes to be carried out for children etc.

Project Details of Specialized Adoption Agency (SAA):

“Specialized Adoption Agency” means an institution established by the State Government or by a voluntary or non-governmental organizations and recognized under section 65 of the Juvenile Justice (Care and Protection of Children) Act 2015, for housing orphaned, abandoned and surrendered children, placed there by order of the committee, for the purpose of adoption. The Specialized Adoption Agency (SAA) functions for placement of orphaned, abandoned and surrendered children for adoption in accordance with the provisions of Adoption Regulations, 2017. The SAA shall function within the ambit of law and comply with all relevant legislations, rules and guidelines where adoptable children of below six years of age provided residential care.

MINIMUM STANDARDS OF CHILD CARE IN SAAs

- I. All adoption agencies shall adhere to the minimum standards of child care prescribed under the Juvenile Justice (Care and Protection of Children) Rules. While providing child care, the following issues are important:
 - (a) A child’s neurological growth is complete within the first few years of his or her early childhood and determines the brain’s capabilities throughout the rest of his or her life. Moreover, a child needs to have experienced positive attachment by the age of 3 in order to develop cognitively, physically, socially and psychologically. Hence, every effort shall be made by the SAA to expeditiously find alternate family for such children so that they develop attachment and proper bonding experience during infancy itself.
 - (b) Quality child care (early childhood care) means providing adequate health care, immunization, feeding and nutrition, creating a safe environment so that infants and young children can play and socialize with their peers, promoting school readiness and preparing children for primary school and focusing on total development during early years of childhood.
 - (c) It should be ensured that there is no instance of child abuse and neglect while the child is in the institution.
- II. **The agencies are required to ensure that the following facilities are provided to the children in the institution:**
 - (a) **Physical facilities:**
 - (i) Physical surrounding in which the children are cared for must be clean. Sanitation and hygiene maintained at the agency must be adequate since a majority of children at the institution are small and suffer from numerous ailments. Children below the age of 1 year should be in a room with an attached bathing room and milk room. Children between the age of 1-3 years should be kept in a room with an attached bathing and bathroom. The older children need to be separated into two boys’ room and girls’ room. Each room must have attached baths and toilets.
 - (ii) There should be a separate washing area and a large kitchen and dining hall for the older children. Good lighting, ventilation and adequate space must be mandatory.
 - (iii) The home should be a neat, clean, particularly bathrooms, toilets and kitchen. Walls and surrounding must be bright and stimulating. For visual stimulation the rooms should be well painted and decorated with toys, animal cut outs, etc.
 - (b) **Medical facilities:** Regular medical inspection must be done. Preferably every alternate day by a registered medical practitioner. The child specialist is best trained to diagnose and treat children who are at risk and highly vulnerable.

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- (i) Infants and children on admission to institutions should be in quarantine and observation for a week at least.
 - (ii) Weight, height and head circumference may be noted along with any other details available on the child at admission.
 - (iii) A medical record should be maintained and a doctor must assess the child as soon as possible, preferably within 24 hours of his or her admission.
 - (iv) Each child below the age of six months should be photographed every month, from six months to 3 years every three months and thereafter, every six months.
 - (v) Immunization should be regularly given and monitored.
 - (vi) Emergency kits should be available at all times in the Home and there should be a doctor on call.
 - (vii) Staff to be immunized as well.
 - (viii) General health measures viz hygiene, dental, skin care and diet to be supervised.
 - (ix) Stimulation is very important for the proper development of the child. This could be achieved by increasing awareness amongst the nurses, helpers by introducing simple stimulation techniques in the daily routine. It is also advised to have a physiotherapist visit the children on a regular basis.

(c) Staff:

- (i) 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.
- (ii) Adoption Homes need personnel who are sensitized to the issues of the children. They need to be "educated" in caring for the children. It is recommended to conduct workshops for nurses, helpers, care takers and other staff to enable them to recognize the special status of these children who are under their care.
- (iii) As committed staff is an integral part of good child care, the motivational levels of the staff should be kept high.

Following are the staffing pattern of an institution with 10 children (ICPS):

Sl. No.	Personal	No. of posts	Rate as per ICPS (Rs. Per month)
1.	Manager/Coordinator	1	17500/-
2.	Social Worker cum Early Childhood Educator	1	14000/-
3.	Nurse	1	9000/-
4.	Doctor (Part time)	1	7500/-
5.	Ayahs	6	6000/-
6.	Chowkidar	1	6000/-
	TOTAL	14	

- (d) **Clothing:** It is important that the children in a home are dressed in clean, comfortable and well kept clothes at all times, not just during the visit of the adoptive parents.
- (e) **Food:** The food in the institution should be hygienically cooked, nourishing and tasty. The menu should be varied. The need of children on a special diet should be attended to. This will help overcome the problems of malnutrition faced by children entering a home. Feeding charts with indication of the formulas may be displayed and followed.

(f) **Education:** The SAA should be able to provide informal education through a qualified teacher, and a special educator, or tie up with a school that will take the child or children on a temporary basis.

(g) **Volunteers:** It is very essential to talk, hug, hold, play, tell stories and sing to the child to give it a sense of security. Though this should be done regularly by the staff, it is also advisable to encourage volunteers to take up this activity.

2. Location of Institution

Specialised Adoption Agency must be located in a congenial child friendly environment in natural surroundings with adequate open space for children to engage in outdoor activities. The location and size of an institution at a particular town will depend on the caseload of children referred by the Child Welfare Committee. As far as possible, the Specialised Adoption Agency should be well connected by various modes of transportation and be within the vicinity of schools and technical and other vocational training institutions so that they are easily accessible to the children in care.

3. Building

Details of Building/Accommodation for a Specialised Adoption Agency with 10 children:

Sl. No.	Infrastructural specifications	Area Required
1	Sleeping room for children below 1 year	120 sq. ft.
2	Sleeping room for children between 1-3 years	180 sq. ft.
3	Sleeping room for children above 3 year	180 sq. ft.
4	Recreation-cum-Play room for pre-primary education	120 sq. ft.
5	Sick Room	100 sq. ft.
6	Kitchen Room	50 sq. ft.
7	Store	25 sq. ft.
8	Bathroom-cum-Toilets attached with sleeping rooms	75 sq. ft.
9	Office room	100 sq. ft.
10	Residence of Manager/Coordinator	150 sq. ft.
11	Open Space for Children to walk and play	400 sq. ft.
Total area		1500 sq. ft.

Sufficient playground area shall be provided and dormitories, classrooms and workshops shall have sufficient cross ventilation and light.

*The Superintendent shall stay within the institution and be provided with quarters. In case he/she is not able to stay in the home for legitimate reasons (to be permitted by Assistant Director, District Child Protection Unit), any other senior staff member(s) of the institution shall stay in the institution and be in a position to supervise the overall care of the children/juveniles and , take decisions in the case of any crisis/emergency.

4. Sanitation and Hygiene:

Each institution should have the following facilities:

(i) Sufficient purified drinking water. Water filters should be installed;

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- (ii) Sufficient water for bathing and washing clothes, maintenance and cleanliness of the premises;
 - (iii) Arrangements for disposal of garbage;
 - (iv) Protection from mosquitoes by providing mosquito nets;
 - (v) Sufficient number of toilets in the proportion of at least one latrine/toilet for seven children;
 - (vi) Sufficient number of bathrooms in the proportion of at least one bathroom for ten children; The bathroom and toilets should be well lit and airy, and they should be tiled.
 - (vii) Clean and fly-proof kitchen and separate area for washing utensils;
 - (viii) Open space for sunning of bedding and clothing; and
 - (ix) Utmost cleanliness in the Medical Centre.

5. Training of personnel recruited for SAA:

Considering the nature of work entrusted under the Juvenile Justice Act 2015 and Prescribed Rule to the staff caring for juveniles/children in the institutions, it is necessary that such staff who are recruited should be trained, in keeping with their statutory responsibilities and specific job requirements.

Only such persons trained in the juvenile justice system and having the knowledge of care and protection of children should be recruited for the posts of Manager Social Worker of these institutions. If untrained persons are holding these posts, the State Government or the Officer-in-charge should provide for in-service training to them. Training programmes on issues relating to child rights, child psychology, handling children sensitively, counselling should be provided. These training programmes could be arranged as:-

- (a) Orientation and training for newly-recruited staff and in-service training for existing staff;
- (b) Refresher training courses for every staff member at least once in every two years;
- (c) Participation in periodic staff conferences, seminars, workshops with the various other stakeholders or functionaries of the Juvenile Justice System and the State Government at various levels.

6. Functions of Specialised adoption agencies: –

The specialised adoption agencies shall perform the following functions, in addition to those assigned to them under the guidelines, to facilitate placement of orphan, abandoned and Surrendered children in adoption:

I. Function towards children. – Every SAA shall -

- (a) be responsible for the care, protection and well-being of every child in its charge and shall cater to their health needs; emotional and psychological needs, educational and training needs; leisure and recreational activities; protection from any kind of abuse, neglect and exploitation, social mainstreaming, and restoration or as the case may be, follow-up;
- (b) report all cases of admissions, restorations, transfers, death and adoption of children, as well as about children missing from the institution, if any to the Child Welfare Committee, District Child Protection Unit, State Adoption Resource Agency and Central Adoption Resource Authority through CARINGS and track child;
- (c) submit the status of every orphan, abandoned and surrendered child on the CARINGS, which is accessible on the website www.cara.nic.in;

- (d) prepare the child study report through its social worker of all orphan, abandoned and surrendered children and post them in CARINGS, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;
- (e) prepare the medical examination report through its pediatrician or doctor of all such children and post them in CARINGS, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;
- (f) prepare individual care plan for each child following the principle of the best interests of the child and the care options in the following order of preferences namely: -
 - (i) restoration to the biological family or legal guardian;
 - (ii) in-country adoption;
 - (iii) inter-country adoption;
 - (iv) foster care; and
 - (v) institutional care.
- (g) create a memory album, which should include a photo album of the child, history and details of the child's life (details of surrendering parents should not be mentioned), and interests of the child, which shall be handed over to the adoptive family along with the medical history of the child at the time of handing over the child to the prospective adoptive parents in pre-adoption foster care;
- (h) make efforts to place each child in adoption, who has been declared legally free for adoption by Child Welfare Committee;
- (i) be responsible for referral of a child to prospective adoptive parents and the legal procedure related to adoption as provided in these guidelines;
- (j) prepare every adoptable child psychologically for his assimilation with the adoptive family;
- (k) facilitate interaction of the child with prospective adoptive parents, wherever required;
- (l) ensure that siblings and twins are placed in the same family, as far as possible;
- (m) preserve adoption records in a manner, that such record is accessible to authorised persons only;
- (n) facilitate root search by adoptees in the manner as mentioned in paragraph 45;

II. Functions towards Biological Parents. – Every SAA shall -

- (a) treat biological parents of a surrendered child with respect and dignity throughout the surrender process;
- (b) maintain confidentiality of unmarried mother and biological parents;
- (c) counsel the surrendering parents and inform them about a possible root search, in future by their child;
- (d) encourage the biological parents surrendering a child to provide maximum information about the background of the child and development as well as their own health;
- (e) ensure that the consent for surrender and adoption is given by the parents without any coercion or monetary or material consideration;
- (f) have no commitment or agreement with biological parents regarding adoption of a child prior to his birth;
- (g) inform the parents that they would have a re-consideration period of sixty days from the date of surrender during which they can take back the child;

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III. Functions towards prospective adoptive parents.- Every SAA shall -

- (a) treat prospective adoptive parents with respect and extend due courtesy, assistance and advice;
- (b) facilitate registration of prospective adoptive parents in Child Adoption Resource Information and Guidance System in case they face any difficulty;
- (c) counsel the prospective adoptive parents, through an authorised professional social worker or counselor, to make them aware of the process of adoption and to ascertain the level of their preparedness for the same;
- (d) complete the home study report of prospective adoptive parents registered with them, within one month from the date of their registration and submission of required documents;
- (e) continuously update the status of application of the prospective adoptive parents in Child Adoption Resource Information and Guidance System;
- (f) provide the immunisation record and recent diagnostic reports as well as any vital information relating to child including his food and social habits, memory album to the prospective adoptive parents;
- (g) place a child in pre-adoption foster care on completion of referral and after observing necessary formalities as laid down in these guidelines;
- (h) not receive any payment, other than as specified in Schedule- 13 of Adoption Guidelines;

IV. Functions relating to counselling. -

The functions of the specialised adoption agencies in respect of counselling shall include -

- (a) counselling of biological parents in case of surrender;
- (b) pre-adoption counselling of prospective adoptive parents;
- (c) counselling of older children before adoption and during adoption;
- (d) post-adoption counselling of the adoptees, when contacted by them in search of their roots.

V. Every specialised adoption agency shall set up **cradle baby points** at primary health care centres, hospitals, nursing homes, short-stay and swadhar homes and at its own home to receive abandoned children.

VI. Documentation and record keeping. -

- (a) Every specialised adoption agency shall prepare an 'individual care plan' for each child based on age and gender specific needs in respect of the following, namely: -
 - (i) health and medical needs;
 - (ii) emotional and psychological needs;
 - (iii) educational and training needs;
 - (iv) leisure, creativity and play;
 - (v) attachments and relationships;
 - (vi) protection from all forms of abuse, neglect and maltreatment;
 - (vii) rehabilitation including reunification with family, adoption and other non-institutional care;
 - (viii) social mainstreaming; and
 - (ix) follow-up after rehabilitation or restoration.

(b) Every specialised adoption agency shall keep the following documents in the case file of each child, namely: -

- (i) case history and social investigation report of the child;
- (ii) interim care order as well as the order declaring the child legally free for adoption by the Child Welfare Committee and the deed of surrender in case of a relinquished child;
- (iii) child study report, medical examination report and immunisation record of the child;
- (iv) photographs of the child taken at intervals of every six month;
- (v) application form, documents and home study report of the prospective adoptive parents;
- (vi) adoption petition, adoption order and birth certificate of the child;
- (vii) post placement progress reports of the child.

(c) Every specialised adoption agency shall maintain the following records, namely. -

- (i) master admission register;
- (ii) medical and development file of the child;
- (iii) case file of the child;
- (iv) attendance register of the children and staff;
- (v) register of prospective adoptive parents with details (date of registration, date of home study report, date(s) of referral of child or children, date of court order, date of handing over of the child to prospective adoptive parents, etc.);
- (vi) vouchers, cashbook, ledger, journal and annual accounts;
- (vii) grant utilization register;
- (viii) stock register; and r
- (ix) record of minutes of meetings of the management committee and adoption committee (to be maintained separately).

VII. Other functions: Every specialised adoption agency shall also. -

- a) organise training and orientation activities to spread awareness about the adoption programme;
- b) train its childcare and professional staff on these guidelines.

7. Suspension or revocation of authorization. -

The grounds on which the authorisation of authorised foreign adoption agency can be revoked are as follows, namely.-

- (1) if the agency violates or fails to abide by the provisions of these guidelines;
- (2) if the license or recognition or accreditation of the agency is suspended or revoked by the appropriate authority of that country;
- (3) if the agency fails to upload adoption applications or the post-adoption follow-up reports in the Child Adoption Resource Information and Guidance System from time-to-time and violates any provisions of these guidelines.

8. Inspection of specialised adoption agencies. -

- (1) The State Government concerned shall inspect the child care institution before considering its recognition or renewal to a specialised adoption agency.

State Child Protection Society
Social Welfare Department, Government of Bihar
Budget for Specialized Adoption Agencies under ICPS for the Financial Year 2018-19

Sr. No.	Budget heads	Basic of computation	Annual Budget
1	Salaries & wages		
1.1	Manager/Coordinator (1)	Rs. 17500*1*12	2,10,000.00
1.2	Social Worker cum Early Childhood Educator (1)	Rs. 14000*1*12	1,68,000.00
1.3	Nurse (1)	Rs. 9000*1*12	1,08,000.00
1.4	Doctor (Part time)- (1)	Rs. 7500*1*12	90,000.00
1.5	Ayahs (6)	Rs. 6000*6*12	4,32,000.00
1.6	Chowkidar (1)	Rs. 6000*1*12	72,000.00
	<i>Subtotal of salaries and wages</i>		10,80,000.00
2	Maintainence of Children & General Administration		
2.1	Maintenance grant for 10 children @2,000/- per child per month to cover expenses on food, milk powder, feeding bottles, clothing, soap, oil, medicines, play materials, etc.	Rs. 2000*10*12	2,40,000.00
2.2	Rent (up to 12,000/- per month); Subject to actual	Rs. 12000*12	1,44,000.00
2.3	Payment of legal expenses to the advocate engaged in adoption case @ 2,600/- per child in case the adoptive parents are not in a position to pay (max. of 10 children).	Rs. 2600*10	26,000.00
2.4	Contingency (water, electricity, telephone, stationary, photocopy, postage, etc.) @5,000/- per month	Rs. 5000*12	60,000.00
	<i>Subtotal of Maintainence of Children & General Administration</i>		4,70,000.00
A	RECURRING COST (TOTAL)	1+2	15,50,000.00

State Child Protection Society
Social Welfare Department, Government of Bihar
Budget for Specialized Adoption Agencies under ICPS for the Financial Year 2018-19

Sr. No.	Budget heads	Basic of computation	Annual Budget
	Non-recurring Costs		
3	Office & Kitchen equipments		
3.1	One Computer with UPS and Web Cam (including cost of software license) and one Printer cum Scanner	Rs. 45,000 (One Time)	45,000.00
3.2	Furniture including 10 Cradles	Rs. 1,50,000 (One Time)	1,50,000.00
3.3	Equipment for Kitchen (Gas stove with connection, utensils, water filter etc	Rs. 40,000 (One Time)	40,000.00
B	Non-recurring Costs (Total)		2,35,000.00
C	Grand Total (Recurring+Non-Recurring)		17,85,000.00
D	NGO Contribution	10 % of Total Budget	1,78,500.00
E	Cental Share	60 % of Total Budget	10,71,000.00
F	State Share	30 % of Total Budget	5,35,500.00