

No. CW-II-22/6/2022-CW-II
Government of India
Ministry of Women and Child Development
(Child Welfare-II Section)

Room No.640 A-Wing,
Shastri Bhawan, New Delhi-110001
Dated : 6th April, 2022

To,

The Principal Secretaries,
Department of Women and Child Development / Social Justice / Social Security / Social
Welfare
All States/UTs

Subject : Draft Guidelines for Mission Vatsalya Scheme -Reg.

Sir/Madam,

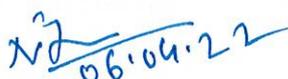
I am directed to say that as you may be aware that the Ministry of Women and Child Development is implementing a Centrally Sponsored Child Protection Services Scheme (CPS) from the year 2009-10 for the welfare and rehabilitation of children in difficult circumstances. All the States/UTs have signed the Memorandum of Understanding (MoU) with the Ministry for the implementation of the Scheme.

2. It is to inform that the competent authority has approved Mission Vatsalya Scheme for addressing various aspects of child development and subsuming ongoing Child Protection Services Scheme, during the 15th Finance Commission period 2021-22 to 2025-26. Mission Vatsalya Scheme aims to (i) support and sustain children in difficult circumstances; (ii) develop context based solution for holistic development of children from varied background; (iii) provide scope for encouraging innovative solutions; and (iv) cement intra-Ministry and inter-Ministry convergent actions.

3. In view of the above, draft Guidelines of Mission Vatsalya is enclosed herewith and it is requested to share your valuable inputs/ suggestions on draft Guidelines with the Ministry by 18th April, 2022.

Encl. : As above.

Yours faithfully,


(Navendra Singh)
Director

Mission Vatsalya

Savdhanta Sanrakshnam

Implementation Guidelines

**Ministry of Women and Child Development
Government of India**

Preamble

“If we are to reach real peace in this world and if we are to carry on a real war against war, we shall have to begin with children; and if they will grow up in their natural innocence, we won’t have to struggle, we won’t have to pass fruitless idle resolutions. But we shall go from love to love and peace to peace, until at last all the corners of the world are covered with that peace and love for which, consciously or unconsciously, the whole world is hungering.”

-M.K. Gandhi

Children are the future citizens of India and are equal and important part of our culture and Society. Being vulnerable by ways of age, strength and experience, they merit care and nurturance on one hand, while on the other hand, they carry the aspiration of the society on their young shoulders. A child is a unique person carrying numerous possibilities within, which could blossom given the right care and support from parents, care givers and community.

India is home to the largest number of children in the world, with nearly 39 per cent of its estimated 1.25 billion population under the age of 18 years¹. They deserve the best in national investment, for their survival, good health, development opportunity, security and dignity. The steps taken by the Government and the community for their well-being today, will determine the pace, substance and character of national progress, and the future of the country.

The Constitution of India guarantees 'Fundamental Rights' to all citizens irrespective of age. In addition, it also mandates the Government under its Directive policy (article 39(f)) ***that children are given opportunities and facilities to develop in a healthy manner and in conditions of freedom and dignity and that childhood and youth are protected against exploitation and against moral and material abandonment.*** 'In accordance with the constitutional mandate, the Juvenile Justice (Care and Protection of children) Act, 2015 provides a safety net of statutory service delivery structures, Institutional and Non-Institutional care for children in need of care and protection and the children in conflict with law.

Successive governments have taken a number of measures for growth and development of children in India. Large scale interventions have been planned and executed in the field of nutrition, health, education, and other aspects of children's life. However, the wide array of efforts at multiple levels of governance have not been able to secure optimum facilities for a reasonable living for every child. India being a land of diverse geo climatic, socioeconomic and cultural contexts, the children live in heterogeneous situations. The vulnerabilities affecting children range from poverty, malnourishment, lack of access to clean environment, hazardous employment, violence and abuse to loneliness and mental health issues, internet addiction and online grooming, to name a few. With higher levels of deprivation, such children are at increased risk of intergenerational transmission of vulnerability.

Mission Vatsalya is the attempt to comprehensively comprehend and provide holistic solution along with road map for growth and development of all Children including those meriting protection of the State.

¹ Census 2011

Abbreviations

JJ Act	- Juvenile Justice Act
JJ Rules	- Juvenile Justice Rules
SFCAC	- Sponsorship and Fostercare Approval Committee
VLCP	- Village Level Child Protection Committee
BLCP	- Block Level Child Protection Committee
CPMU	- Central Project Monitoring Unit
SCPS	- State Child Protection Society
SARA	- State Adoption Resource Agency
DCPU	- District Child Protection Unit
DCPO	- District Child Protection Officer
PO	- Probation Officer
CWC	- Child Welfare Committees
CWO	- Child Welfare Officer
CWPO	- Child Welfare Police Officer
LCPO	- Legal-cum-Probationary Officer
POIC	- Protection Officer Institutional Care
PONIC	- Protection Officer Non-institutional Care
JJB	- Juvenile Justice Board
SJPU	- Special Juvenile Police Unit
CCI	- Child Care Institutions
SAA	- Specialized Adoption Agency
CCL	- Child in conflict with law
CPP	- Child Protection Policy
NGO	- Non-Government Organization
POCSO	- Protection of Children from Sexual Offences
EFC	- Expenditure Finance Committee
CCEA	- Cabinet Committee on Economic Affairs
PFMS	- Public Financial Management System
SNA	- Single Nodal Agency

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CHAPTER 1 – INTRODUCTION

The Ministry of Women & Child Development is the nodal Ministry for ensuring welfare of children, by way of policy, legislative & schematic interventions along with coordination with other Ministries and Organisations. The National Children policy, (as revised in 2013), National Plan of Action for children, 2016, the Commissions for Protection of Child Rights Act, 2005, Prohibition of Child Marriage Act, 2006, The Juvenile Justice (Care and Protection of Children) Act 2015, as amended in 2021, the Protection of Children from Sexual Offences Act 2012, as amended in 2019 are some of the important legislations passed by the Indian Parliament in favour of children. India is also a signatory to important International treaties i.e. the United Nations Convention on Rights of Child and the Hague convention on adoption of children

The Ministry has been implementing schemes for care and development of children in need. Prior to 2009-10, there were three small schemes namely,

- (i) Programme for Juvenile Justice for Children in need of care and protection, and Children in conflict with Law;
- (ii) Integrated Programme for street children; and
- (iii) Scheme for assistance to homes for children (Shishu Grah).

All the three schemes were incorporated in a single centrally sponsored scheme called Integrated Child Protection Scheme (ICPS). The ICPS has been implemented by the Ministry since 2009-2010. The scheme was reinvented as “Child Protection Services” Scheme.

1.1. Vision:

To secure healthy & happy childhood for each and every child in India, ensure opportunities to enable them discover their full potential and assist them in flourishing in all respects, in a sustained manner

1.2. Mission:

To foster a sensitive, supportive, and synchronized ecosystem for children as they transit different ages and stages of their development

1.3 Goal:

The scheme aims to :

- i) Support and sustain Children in difficult circumstances
- ii) Develop context-based solutions for holistic development of children from varied backgrounds
- iii) Provide scope for green field projects for encouraging innovative solutions
- iv) Cement convergent action by gap funding, if required

1.4. Objectives:

The key objectives of Mission Vatsalya are:

1. Prioritisation of children in the scheme of Administration
2. Ensuring Children's right to Survival, Development, Protection and Participation
3. To establish essential services and strengthen emergency outreach, institutional and non-institutional care within the family and community, counselling and support services at the national, regional, state and district levels
4. To ensure appropriate inter-sectoral response at all levels, coordinate and network with all allied systems to promote convergent efforts for seamless service delivery to children
5. To strengthen child protection at family and community level, equip families and communities to identify risks and vulnerabilities affecting children, create and promote preventive measures to protect children from situations of vulnerability, risk and abuse
6. Encourage private sector partnerships and interventions to support children within the framework of law.
7. Raise public awareness, educate public about child rights, vulnerabilities and measures for protection sponsored by government and engage community at all levels as stakeholder in ensuring the best interest of children
8. To build capacities of Duty holders & service providers at all levels
9. Monitor progress on objective parameters against well-defined Outputs and Outcomes.

1.5. Guiding Principles

The implementation of Mission Vatsalya shall be governed by the following guiding principles:

- Every child has universal, inalienable and indivisible human rights
- Every child has the right to life, survival, development, education, protection and participation.
- All children have equal rights and no child shall be discriminated against on grounds of religion, race, caste, sex, place of birth, class, language, and disability, social, economic or any other status.
- Centrality of the Child should be maintained during all the activities and actions taken under the Mission
- Best interest of the Child shall be of paramount importance while designing or delivering projects and programmes.
- Childhood is an integral part of life with value of its own and different needs of children require different responses;
- Long term sustainable multi-sectoral integrated and inclusive approach shall be adopted to ensure best interest of children
- Affirmative action shall be taken to ensure right to grow in happy family environment with strong social safety net to support families

- All measures to promote and safeguard the right of all children to live and grow with equity, dignity, security and freedom with equal opportunities and without discrimination of any kind shall be taken
- Periodical Situational analysis and need mapping shall be the pre-cursor of interventions.
- Direct engagement of *Panchayats* at the village level and participation at the ward level in the urban clusters within the urban ward, for quick assessment of the issues deserving attention, gathering appropriate interventions, sustained monitoring and follow up shall be ensured.

1.6. Approvals

The Scheme was appraised by the Expenditure Finance Committee (EFC) and approved by the Cabinet Committee on Economic Affairs (CCEA) for the XV Finance Commission period (2020-21 to 2025-26). The approval of Mission Vatsalya was conveyed by Cabinet vide its decision dated 19.01.2022 through Cabinet Secretariat No. 2/CM/2022(i) dated 28.01.2022.

The Implementation guidelines have been framed in consonance with the EFC recommendations and CCEA approval. These have been concurred by Integrated Finance Division and approved by the Union Ministry of Women and Child Development.

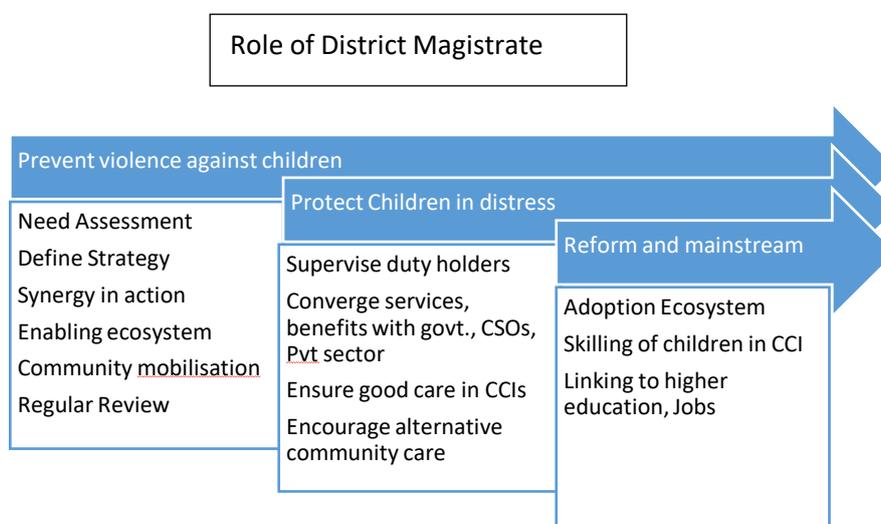
CHAPTER 2- IMPLEMENTATION FRAMEWORK AND INSTITUTIONAL ARRANGEMENT

2.1. Governance Framework:

Mission Vatsalya envisages a collective and cohesive response to the needs of children by the Government, in collaboration with private sector, Civil Society Organisations and Community at large. It entails coordinated efforts by multiple stakeholders as mandated under the law or as prescribed under the various Scheme guidelines, in order to secure all the rights of the children, i.e. Survival, development, protection and participation.

Therefore, while the agencies established/ stipulated for delivering different mandate under schemes and programmes, a singular agency to coordinate and synchronise the efforts is essential. Gram Panchayat at the village level, District Magistrate at the District level, State Mission Director at the State level and National Mission Director at the Central level shall be responsible for coordinating the efforts. Chief Secretary at the State level and Secretary, WCD at the Centre shall maintain oversight and provide guidance and support.

Steering Committees shall be formed at each level, with convergence partners as its members. The Steering Committee at Centre shall be chaired by Secretary, WCD, NITI Ayog and Ministry of Finance as members, in addition to representatives of partner Ministries. The State Steering Committee shall be chaired by Chief Secretaries and District Magistrates shall chair the District Steering Committee in every District. There shall be six monthly meetings of central Steering group, quarterly meetings of the State steering group and Monthly meetings of District groups.

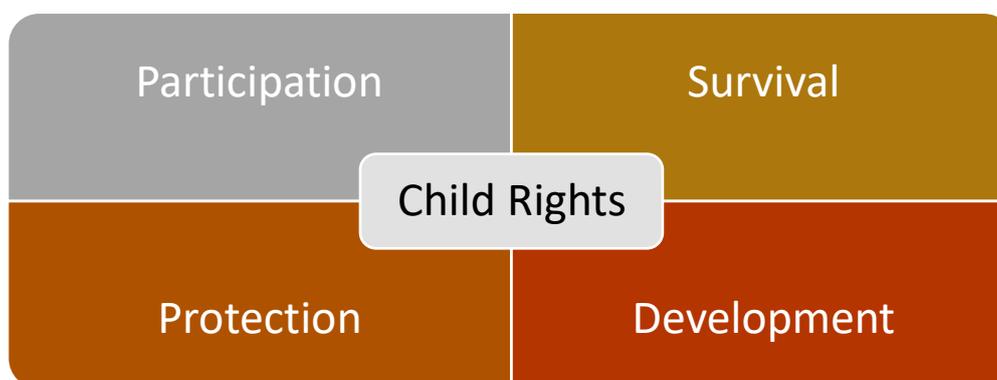


Volunteering framework



To encourage public participation, develop synergy in efforts and utilize the resources available for success of the mission, the civil society, people's groups and various volunteering organizations can be encouraged to participate in under Mission Vatsalya in a systematic and planned manner.

Identification of existing organization operating in similar domain: The organizations under any Government initiative like Bharat Scout and Guide, NSS Volunteers, Nehru Yuva Kendras etc., or the NGOs, Self- Help Groups etc, which are already working for the similar objectives will be identified. An arrangement will be made for collaboration with these organizations.



The Vatsalya portal will provide registration facility for enabling an impactful volunteering experience to the individuals offering their services. The database of volunteers, so prepared shall be shared with the State and District Authorities for suitable engagements around their place of habitation and in accordance with their capabilities. The model will ensure meaningful public participation in Child development, which will provide a sense of ownership in nation building and develop the culture of belongingness.

2.2. Financial Investment under Mission Vatsalya

The Scheme shall be implemented as Centrally Sponsored Scheme in partnership with State Governments and UT Administrations to support the States and UTs in universalizing access and improving quality of services across the Country. The fund sharing pattern as prescribed by Ministry of Finance shall be in the ratio of 60:40 between Centre and State for all States and Union Territories with Legislature except for the 8 North-Eastern States viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura and

two Himalayan States viz. Himachal Pradesh and Uttarakhand and UT of Jammu and Kashmir, where it will be 90:10. It will be 100% centrally sponsored for Union Territories without Legislature. The fund sharing pattern for all CCIs run by NGOs shall be 60:30:10, between Centre, State and NGO share respectively.

In the domain of Child protection, it is proposed that the Central fund may be released to SCPS through PFMS. States may release the State share directly to SCPS. Final instalment of Central share will be released to SCPS after the State share has been received by SCPS. The proposal is to obviate delay in transfer of funds from treasury to SCPS. The scheme deals with sensitive issue of care and protection of children and delay in release of funds adversely impacts essential services. Funds may further be released by SCPS through PFMS to CPS account maintained at the level of DM. Entrusting the fund administration to DM is proposed to ensure optimum and judicious utilization of funds in the best interest of child.

Funds for non-institutional care of children may be released directly to AADHAR linked beneficiary account of children by SCPS, through PFMS portal. The concept of maker and checker may be introduced so as the application is uploaded by DCPU and credentials are verified by State. After verification of credentials, Direct Benefit Transfer may take place. It will help ensure transparency, accountability and speedy transfer of funds to beneficiaries.

Annual need-based proposal supported with the situational analysis shall be collated by the States, after collecting demands from the districts. A comprehensive State specific plan and financial proposal will be submitted by the State to the Ministry. The plan shall be examined by the Plan Approval Board in the Ministry and financial proposal shall be considered accordingly. The plan approval Board shall be chaired by the Secretary WCD or his representative (not below the level of Joint Secretary). The Board shall comprise of Financial Adviser and Bureau head. Representatives of other Ministries/Organisations may be invited depending upon the proposal.

Monitoring and Review

Responsibility of Duty Holders: Monitoring of the implementation of the Mission shall be the responsibility of Administration as per the prescribed frequency and format.

Convergence Dashboard: Technology shall be leveraged to establish a convergence and implementation dashboard, for assisting the authorities in real time assessment of situation. The Dashboard may provide relevant insights based on user requirement and engagement history from millions of records in real-time. It will have several functions like issuing automatic alerts, suggesting possible root causes of any issue for any geography and generating forecasts based on data analytics. The Dashboard may be designed to recommend solutions and prescribe next steps, based on approved operational protocols. The approved annual action plans at the District, State and Central level shall be incorporated in the Dashboard to provide a reference point for progress, which shall be monitored by the concerned authorities.

Child Index: With an objective to evaluate the performance of Districts, States, UTs etc., a National Child Index will be developed combining key performance indicators on Health, Nutrition, Education and Safety etc. The Index will be aligned to SDG targets and indicators. The index will be calibrated annually, in order to assess the progress made by Districts and States in achieving the intended outcome.

CHAPTER 3 - SERVICE PROVIDERS - SELECTION AND APPOINTMENT PROCESS UNDER THE SCHEME:

Although efforts may be made to minimise outsourcing of manpower through increased use of technology and existing manpower with the State/District, a Program of this magnitude and nature requires a team of dedicated professionals to establish and run successfully. Hence, the Scheme provides for hiring of contractual staff at State and District level; however the States may appoint the staff on permanent basis or on higher salaries than provided in this scheme for which the States will have to bear the extra expenditure incurred in this regard.

- i) State Government /District administration may preferably appoint regular staff at supervisory positions, as far as possible.
- ii) The individual terms of reference may be drawn up for contractual posts by the CPMU for the National level and SCPS for the State and District level, with the approval of National and State Mission Directors , respectively.
- iii) Vacancies would be advertised through national/local dailies and personnel shall be recruited on the basis of qualifications, experience, high degree of motivation and commitment to children's causes.
- iv) Central level contractual staff shall be recruited by the Additional Mission Director in consultation with the Mission Director, State level staff shall be recruited by the State Deputy Mission Director in consultation with the State Mission Director and the District level staff shall be recruited by the District Magistrate.
- v) All recruitments shall be made in a fair and transparent manner, as per the guidelines of the respective State Governments.
- vi) Background verification of Staff by Police is mandatory prior to their appointment, to ensure credibility and accountability of Staff
- vii) A Selection Committee constituted by the State Principal Secretary/Secretary dealing with the Mission shall recruit the technical and support staff of the SCPS and SARA, while the District Magistrate shall head the Selection Committee for selection and appointment of the staff of DCPU. The District selection committee may include district level officers e.g. District Program Officer (ICDS), District Social Welfare Officer, Chairperson/Members of CWC, Members of JJB etc. Once the District Child Protection Officer (DCPO) is appointed, either by deputation or contract, he/she shall also be part of the selection committee for appointment of other personnel of the DCPU.
- viii) Suitable and capable staff may be appointed under the scheme for a three year contract initially, which may be extended for further two years based on the annual performance appraisal of the staff.
- ix) The performance criteria for extension may include health, education & wellbeing, restoration and rehabilitation parameters regarding children under their supervision, among other things.

- x) Complaints by Children shall be treated as an adverse parameter while reviewing the performance of the Caregivers.
- xi) A person found guilty of mistreating and abusing children in any manner shall not be appointed under any provision of the Scheme, all over India.

3.1. Building and Infrastructure

- i) The SCPS and DCPU shall be provided with adequate space and infrastructure by the concerned States/UTs at State/UT and District headquarters to carry out their roles and responsibilities.
- ii) The SCPS may function from the premises of the State Department working on the child protection/welfare issues in the State.
- iii) The State Adoption Resource Agency shall function from the premises of the SCPS.
- iv) The DCPUs may function from the premises of the concerned department at the district level.
- v) In case the State/UT Government or district administration is unable to provide space for SCPS or DCPU may function from a rented building.
- vi) Efforts may be made to utilise the existing infrastructure of States/UTs instead of creation of new infrastructure. However, the Mission may support construction of CWC, JJB premises and Child Care Institutions, if there is a pressing need, provided they are constructed by the Government, subject to availability of resources and as per the government norms. No Construction grant shall be given for non-government facilities.

3.2. Role of Civil Society Organisations:

- i) The Centre, State and District Implementation agencies may endeavour to institutionalise permanent government structures to retain institutional memory and experience and to support children on long term basis (if required) without disruption.
- ii) The Voluntary and Civil Society Organisations may (CSO) be engaged to assist the Mission implementation, till the establishment of permanent government structures
- iii) The CSOs engaged with the Mission must be registered with the Darpan portal maintained by the NITI Ayog and follow all government stipulations including FCRA compliances.
- iv) Background verification of the agency and its staff is mandatory to ensure credibility.
- v) In addition to direct engagement of CSOs for implementation of Mission components, periodic consultations for feedback, experience sharing and academic discussion may be encouraged at all levels.

CHAPTER 4 - SERVICE DELIVERY STRUCTURES

The scheme proposes to support statutory services including Child Welfare Committees, Juvenile Justice Boards, District Child protection units, State Child Protection Society & State Adoption resource agencies.

4.1. Central Project Monitoring Unit (CPMU)

In order to ensure effective implementation of the Mission Vatsalya, a Central Project Monitoring Unit (CPMU) under the Ministry of Women and Child Development will be established. This CPMU will be based at Delhi and would function as the Mission Directorate headed by a Mission Director (a Joint Secretary level officer of the Government of India). The Unit shall consist of regular staff along with a small team of professionals, hired on contractual basis.

4.1.1 Roles and responsibilities of CPMU:

- a. Coordinating and facilitating the States/UTs for setting up service delivery structures, as defined under the Scheme, up to village level
- b. Collection and collation of State Action Plans as per the annual calendar of Activities.
- c. Preparation of National Plan of action for implementation of Mission Vatsalya, based on
 - National policy for children and legal mandate
 - Situational analysis, need mapping reports by States, Child vulnerability survey report as available,
 - State/UT and District (as reported by State/UT) specific requirements
 - Availability of Budgetary resources
- d. Organising and facilitating the Project Appraisal Board meetings at least once a year
- e. Coordinating action regarding 'Other initiatives' as envisaged under the scheme
- f. Release of Grant in Aid to States/UTs after approval of the Project Appraisal Board and in accordance with the provisions of General Financial Rules and instructions issued by Ministry of Finance from time to time.
- g. Administration of Vatsalya Portal for management of the data base of children coming in contact with the Juvenile Justice system, including children supported under Mission Vatsalya. CPMU shall facilitate States and Districts in uploading the details as prescribed, on the portal, with the assistance of the technical agency appointed for the purpose.
- h. Coordinating Child Vulnerability Survey with the designated government agency
- i. Coordinating action for publishing Child Index annually.
- j. Facilitating grading of Child care Institutions
- k. Institutionalising and conferring annual Child Protection Awards

- l. Plan and manage campaign for prevention of violence and abuse against children with community sensitisation and participation
- m. Taking action for capacity building and skill up-gradation of duty holders and service providers at all levels, in collaboration with States/UTs, training institutions, subject experts and other stakeholders.
- n. Data analytics and data mining for policy and programme modulation, from time to time.
- o. Extending Programme implementation support to States/UTs
- p. Developing and disseminating awareness raising materials about Child Protection and Welfare
- q. Organising discussions, debates and disseminate learning from the scheme implementation to a range of stakeholders in order to generate debate on ongoing policy development
- r. Maintaining oversight, monitoring and evaluating implementation of Mission Vatsalya throughout the Country.
- s. Any other activity essential for attaining the goals and objectives of Mission Vatsalya

Note: In order to carry out the above responsibilities, CPMU may hire consultants or outsource the technical work, within the ambit of allocated resources and as per the extant rules of Government of India.

4.1.2. Financial support for the Central Project Monitoring Unit (CPMU)

Non-recurring Expenditure (once in five years)

S. NO.	ITEM of Expenditure	AMOUNT(inRs.)
1	Furniture and other office equipments (tables, chairs, computer tables, airconditioner,cupboards etc.)	50,00,000
2	Computers/ Laptops & Peripherals, office equipment@ 45,000 per unit	
	Total	50,00,000

Recurring Expenditure (per annum)

(A) Staff Salary		
S.No.	POST	AMOUNT (inRs.)
1	Salary of contractual staff under CPMU	85,20,000
	Total	85,20,000

(B) Administrative Expenses		
1	Travel cost	15,00,000
2	Administrative Expenses including Rent, taxi and staff consultant hiring, Training/ capacity building, advocacy and awareness generation, Regional Consultations and Contingencies including meetings, hiring of vehicles etc	1,00,00,000
3	Management of Web Portal	1,00,00,000
4	Foreign travel, Study tours and exposure to best practices abroad	50,00,000
	Total	2,65,00,000
Total Recurring Cost (A+B)		3,50,20,000
Grand Total (Non-recurring + Recurring grant)		4,00,20,000

4.2. State Child Protection Society (SCPS)

The **State Child Protection Society** as established under erstwhile Integrated Child Protection Scheme/ Child Protection Services in every State/UT shall continue as the fundamental unit for the implementation of the Mission Vatsalya. The SCPS shall assist State Child Protection Committee (SCPC) as envisaged under the JJ Act, 2015, for coordinating and ensuring effective implementation of legislations, policies, and Schemes for child welfare & protection in the State viz. the Juvenile Justice (Care and Protection of Children) Act, 2015, as amended in 2021, Protection of children from Sexual Offence Act, 2012 as amended in 2019, Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; Child Marriage Prohibition Act, 2006 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, Commissions for Protection of Child Rights Act, 2005 (CPCR Act) along with Rules and Regulations made there under, and any other Act, Rule, Regulation and policy that comes into force for protecting child rights.

The SCPS will be based at State headquarter and would function as the **State Mission Directorate** headed by a Mission Director (Not less than a Secretary level officer of the State Government). The Unit shall consist of regular staff along with a small team of professionals, hired on contractual basis.

4.2.1 Composition:

a) Regular Staff

- Additional Chief Secretary/Principal Secretary/Secretary of the WCD/SJE department of State identified to implement the Mission Vatsalya: State Mission Director
- Director/ Commissioner WCD/SJE department of State: Deputy Mission Director

b) Professional Staff on Contractual Basis*

- Programme Managers (as per the number of districts)
- Programme Officers (as per the number of districts)

***Note :** The State is encouraged to create permanent staff positions for retaining institutional memory and developing a cadre of Child Protection professionals.

4.2.2. Roles and Responsibilities of SCPS:

The specific functions of the State Child Protection Society shall include:

- a. Providing secretarial support to the State Child Protection Committee (SCPC).
- b. Ensuring need assessment and situational analysis in the State, in collaboration with the Districts
- c. Coordinating and facilitating the Districts for setting up service delivery structures, as defined under the Scheme, up to village level, within the State
- d. Collection and collation of District Action Plans as per the annual calendar of Activities.
- e. Preparation of State Plan of action for implementation of Mission Vatsalya, based on
 - National policy for children and legal mandate
 - Situational analysis, need mapping reports by Districts, Child vulnerability survey report as available, Child Index rankings
 - State/UT and Districts specific requirements
 - Availability of Budgetary resources
- f. Submitting the State Action plan for consideration of the Project Appraisal Board meetings well in time.
- g. Submitting due utilisation certificate, Statement of expenditure and other information required by the Ministry while seeking release of grant in aid under the scheme
- h. Optimum and timely utilisation of Grant in Aid as per the Mission objectives, guidelines and in accordance with the provisions of General Financial Rules and instructions issued by Ministry of Finance from time to time.
- i. Opening of Single Nodal Agency Account for the Scheme, to coordinate and monitor flow of funds on real time basis, through Public Financial Management System (PFMS)
- j. Timely disbursement of funds to Districts
- k. Setting up, supporting and monitoring performance of DCPU
- l. Ensuring registration of all Child care Institutions including those financially supported under Mission Vatsalya, and uploading their details on Vatsalya Portal
- m. Ensuring selection of only credible non-government agencies as and where required, for assisting in management of CCIs, Child help line or any other task under the scheme.
- n. Ensuring uploading details of children coming in contact with the Juvenile Justice system, including children supported under Mission Vatsalya, on Vatsalya portal.
- o. Cooperate and assist in facilitation of Child Vulnerability Survey, Child Index, grading of Child care Institutions.

- p. Complement Ministry's efforts in Community based campaign for prevention of violence and abuse against children, capacity building, sensitisation and awareness generation efforts etc.
- q. Initiate practice of State based reward and recognition to encourage Stakeholder's commitment and participation
- r. Extending Programme implementation support to Districts
- s. Developing and disseminating awareness raising materials about Child Protection and Welfare
- t. Organising discussions, debates and disseminate learning from the scheme implementation to a range of stakeholders in order to generate debate on ongoing policy development
- u. Facilitating and ensuring convergence with other departments (including those mentioned in the Convergence Matrix under Mission Vatsalya), Civil Society organisations, Academic Institutions and other stakeholders to build inter-sectoral linkages on child protection issues and for ensuring benefits to children under Central/State/any other Scheme, for welfare of Children.
- v. Carrying out need-based research and documentation activities at state-level for analysing the contextual problems affecting children and possible solutions.
- w. Maintaining oversight, monitoring and evaluating implementation of Mission Vatsalya throughout the State.
- x. Liaisoning with State Child Protection Societies of other States/UTs for restoration and rehabilitation of Children and peer learning.
- y. Furnishing information and periodical reports as sought/ prescribed by the Union Ministry of Women and Child Development
- z. Any other activity essential for attaining the goals and objectives of Mission Vatsalya

4.2.3. Job Profile of the Duty holders in SCPS

4.2.3.1. State Mission Director

- a. Empowered to take all administrative decisions pertaining to the implementation of the Mission Vatsalya and related fund disbursement.
- b. To chair the **Project Sanctioning Committee** set up for examining and approving proposals/ projects submitted by the Districts under the different program components of the Mission
- c. To ensure setting up of all Service delivery Structures in the State and Districts
- d. To ensure adequate provisions and resources for care and protection as envisaged in the Mission
- e. To plan for Welfare and development of Children under Mission Vatsalya, in collaboration with all government and non-government Stakeholders, in the best interest of Children and execute the plan in a time bound manner
- f. To facilitate restoration, rehabilitation and mainstreaming of Children in the District
- g. To ensure that the children supported under Mission Vatsalya become adequately self sufficient after turning 18 years of age, and organise scholarships or loans for their higher education, vocational courses or Start up small businesses.

- h. To maintain and administer Juvenile Justice Fund for financing support to the children
- i. To garner public and private sector support for augmenting resources for children
- j. To maintain oversight and Supervision on implementation of the Mission in all the Districts of the State

4.2.3.2. Deputy State Mission Director

- a. To ensure smooth administration, management and supervision of the functioning of the Societies envisaged under the scheme at the State level viz. State Child Protection Society (SCPS) and the State Adoption Resource Agency (SARA)
- b. To assist and supplement State Mission Director in the implementation of the Mission across State, District and local levels with the assistance of all personnel of the SCPS.
- c. The Director/Commissioner child protection shall ensure timely release of funds to concerned agencies/organizations implementing Mission Vatsalya and other child protection programs at State and district levels.
- d. He/she shall also supervise and monitor utilization of funds allocated under the Mission.

4.2.3.3. Program Manager

- a. To coordinate and supervise programs and services for children in need of care and protection and children in conflict with law at State levels, with the help of Program Officer and the District Child Protection Units.
- b. To facilitate, coordinate and supervise training and capacity building of staff engaged under the Mission at State or District levels as well as staff of allied systems (including police, judiciary, concerned government departments, voluntary organisation and general public).
- c. To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state and District level.
- d. To ensure designing of IEC material regarding Child rights and protection issues suitable to State specific socio- cultural milieu, in the local language while maintaining the core principles of child rights, legal and policy mandate
- e. To coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child labour, child begging, child marriage, female foeticide, discrimination against girl child, etc. at state and district levels with the support of Program Officer and the District Child Protection Units.
- f. To facilitate and support the functioning of statutory bodies under the Juvenile Justice Act, viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board, etc.
- g. To ensure supervision and monitoring all the institutions/agencies housing children in the State.
- h. To provide all necessary support to the Deputy State Mission Director, in releasing funds for implementing programs and services for children in need of care and protection and children in conflict with law at state level.
- i. Any other task assigned by the Deputy State Mission Director for attaining the objectives of the Mission

Note : In the States, where the number of districts is less than 20, only one post of Program Manager has been provided. In the States with more than 20 districts, two Program Managers have been provided in SCPS. The work may be assigned accordingly.

4.2.3.4. Program Officer

- a. To function under the overall supervision of the Program Manager and shall assist him in coordination of all child protection activities pertaining to children in need of care and protection including Children in conflict with law by the State Child Protection Society (SCPS).
- b. To assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels
- c. To coordinate with all the District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels.
- d. Any other task assigned by the Programme Manager for attaining the objectives of the Mission

Note : In the States, where the number of districts is upto5, only one post of Program Officer has been provided who shall perform all the tasks. In the States with 6 upto 20 districts, two Program Officers have been provided in SCPS, and in States with more than 20 Districts, four Programme Officers have been provided under the Mission. The work may be assigned accordingly.

4.2.3.5. Financial Support for State Child Protection Society (SCPS)

i) Financial Support to SCPS for States up to 5 districts:

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	3,00,000
2	Four Computers/ Laptops & Peripherals, office equipment@ 45,000 per unit	1,50,000
	Total	4,50,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Program Manager @ Rs. 45,000 per month	5,40,000
2	One Accountants Officer @ Rs. 23,000 per month	2,76,000
3	Two Assistants cum Data Entry Operator @ Rs. 14,000 per month	3,36,000
	Total	11,52,000

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA, Rent, Contingency etc.)- Subject to actual	6,00,000
2	Training, Research and Documentation, Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actual)	7,00,000
3	General Grant-in-aid for supporting Innovative Projects and issues not covered under regular program components of the CPS, Situation analysis and mapping of districts, resource mapping & preparation of resource directory etc.	15,00,000
	Total	28,00,000
Total Recurring Cost (A+B)		39,52,000
Grand Total (Non-recurring + Recurring grant)		44,02,000

ii) Financial Support to SCPS for States with 6 to 20 districts:

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	5,00,000
2	Seven Computers/ Laptops & Peripherals, office equipment@ 45,000 per unit	3,15,000
	Total	8,15,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Program Managers @ Rs. 45,000 per month	5,40,000
2	Two Program Officers @ Rs. 35,000 per month	8,40,000
3	One Accountants Officer @ Rs. 23,000 per month	2,76,000
4	One Accountant @ Rs. 18,000 per month	2,16,000
5	Two Assistants cum Data Entry Operator @ Rs. 14,000 per month	3,36,000
	Total	22,08,000

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA , Rent, Contingency etc. (Subject to actual)	16,40,000
2	Training , Research and Documentation, Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actual)	25,00,000
3	General Grant-in-aid for supporting innovative projects and issues not covered under regular program components of the CPS, Situation analysis and mapping of districts, resource mapping & preparation of resource	30,00,000

	directory etc.	
	Total	71,40,000
Total Recurring Cost (A+B)		93,48,000
Grand Total (Non-recurring + Recurring grant)		1,01,63,000

iii) Financial Support to SCPS for States more than 20 districts:

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	6,00,000
2	Computers/ Laptops & Peripherals, office equipment	5,85,000
	Total	11,85,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	Two Program Managers @ Rs. 45,000 per month	10,80,000
2	Four Program Officers @ Rs. 35,000 per month	16,80,000
3	One Accountants Officer @ Rs. 23,000 per month	2,76,000
4	One Accountant @ Rs. 18,000 per month	2,16,000
5	Four Assistants cum Data Entry Operator @ Rs. 14,000 per month	6,72,000
6	One Accounts Assistant @ Rs. 14,000 per month	1,68,000
	Total	40,92,000

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA , Rent, Contingency etc. (Subject to actual)	28,50,000
2	Training , Research and Documentation, Awareness generation through IEC and media campaign including printing and dissemination of IEC materials (Subject to actual)	47,50,000
3	General Grant-in-aid for supporting innovative projects and issues not covered under regular program components of the CPS, Situation analysis and mapping of districts, resource mapping & preparation of resource directory etc.	50,00,000
	Total	1,26,00,000
Total Recurring Cost (A+B)		1,66,92,000
Grand Total (Non-recurring + Recurring grant)		1,78,77,000

4.3. State Adoption Resource Agency (SARA)

In order to support Central Adoption Resource Authority (CARA) in promoting in-country adoption and regulating inter-country adoption, Mission Vatsalya provides for supporting the State Adoption Resource Agency (SARA) in every State/UT. SARA shall coordinate, monitor and develop the work related to non-institutional care including adoption and render secretarial and administrative assistance to the State Adoption Advisory Committee (SAAC).

4.3.1 Composition

a) Regular Staff

- State Mission Director
- Deputy State Mission Director

b) Professional Staff on Contractual Basis

- Programme Manager
- Programme Officer

4.3.2 Roles and Responsibilities of SARA

The specific roles and responsibilities of SARA shall include:

- (i) To provide technical support to the DCPUs and Child Welfare Committees in carrying out the process of rehabilitation and social reintegration of all children through sponsorship, foster-care, in-country and inter-country adoption
- (ii) To Function as the State level Resource Centre to coordinate, monitor and develop the adoption program in the State;
- (iii) Facilitating the setting up of Specialised Adoption Agencies (SAAs) based upon requirements, provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
- (iv) Ensure that all adoptions/permanent placements of children within State are done in accordance with the Adoption Laws (including the JJ Act, 2015 and HAMA, 1956), Adoption Regulations & Guidelines issued by CARA from time to time;
- (v) Promote in-country and regulate inter-country adoptions in coordination with CARA;
- (v) Ensure & contribute to centralized web-based database of adoptable children with the help of DCPU as a component of Vatsalya Portal;
- (vi) Supervise the functioning of SAAs and ensure coordination between them within State;
 - To Ensure that all prospective adoptive parents are
 - informed regarding the legal provisions for adoption,
 - Duly Counselling regarding the responsibilities of adopting a child
 - Facilitated in terms of registration on the Vatsalya portal for seeking adoption
 - Or reporting adoption completed under HAMA, 1956

- (vii) Ensuring sensitization of all agencies and allied systems including Maternity Homes, hospitals Anganwadi and ASHA workers regarding lawful means of adoption;
- (viii) Enhancing capacity of those working in the adoption system;
- (ix) Taking necessary punitive action when malpractices occur in the adoption program whether by licensed /recognized adoption agencies or by unlicensed individuals or organizations;
- (x) Developing and disseminating IEC materials, for Advocacy and awareness for promoting adoptions in the State;

4.3.3. Job Profile of Duty holders in SARA

4.3.3.1 Program Manager

- i) To coordinate and supervise policy and standard operating protocols for implementation of the non-institutional care programs at the State level.
- ii) To facilitate District Child Protection Units, Child Welfare Committees, and SAAs in terms of policy guidance and technical advice related to non-institutional care
- iii) To ensure delivery of the responsibilities envisaged for the State Adoption Resource Agency

4.3.3.2 Program Officer

- i) To work under the overall supervision of the Program Manager for encouraging and facilitating non institutional care
- ii) To assist in supervision and monitoring of all the adoption programs, foster care and sponsorship services for children in need of care and protection in the state.

4.3.3.3 Financial Support for State Adoption Resource Agency (SARA)

i) Financial Support to SARA for States up to 5 districts:

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,00,000
2	Three Computers/ Laptops & Peripherals, office equipment	1,35,000
	Total	3,35,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Program Manager @ Rs. 45,000 per month	5,40,000
2	One Program Officer @ Rs. 35,000 per month	4,20,000
3	One Program Assistant @ Rs. 14,000 per month	1,68,000
	Total	11,28,000

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA , Contingency etc. (Subject to actual)	2,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	1,50,000
	Total	3,50,000
Total Recurring Cost (A+B)		14,78,000
Grand Total (Non-recurring + Recurring grant)		18,13,000

ii) Financial Support to SARA for States with 6 to 20 districts:

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,00,000
2	Three Computers/ Laptops & Peripherals, office equipment	1,35,000
	Total	3,35,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Program Manager @ Rs. 45,000 per month	5,40,000
2	*One Program Officer @ Rs. 35,000 per month	4,20,000
3	One Program Assistant @ Rs. 14,000 per month	1,68,000
	Total	11,28,000

**Number of Program Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT*

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA ,Contingency etc. (Subject to actual)	4,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	3,00,000
	Total	7,00,000
Total Recurring Cost (A+B)		18,28,000
Grand Total (Non-recurring + Recurring grant)		21,63,000

iii) Financial Support to SARA for States more than 20 districts:

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	2,00,000
2	Three Computers/ Laptops & Peripherals, office equipment	1,35,000
	Total	3,35,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Program Manager @ Rs. 45,000 per month	5,40,000
2	*One Program Officer @ Rs. 35,000 per month	4,20,000
3	One Program Assistant @ Rs. 14,000 per month	1,68,000
	Total	11,28,000

** Number of Program Officers can be increased to a maximum of two on the basis of geographical spread and population of the State/UT*

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA ,Contingency etc. (Subject to actual)	6,00,000
2	Awareness generation through IEC and media campaign including printing and dissemination of IEC materials	5,00,000
	Total	11,00,000
Total Recurring Cost (A+B)		22,28,000
Grand Total (Non-recurring + Recurring grant)		25,63,000

4.4 District Level Service Delivery Structures

The District Magistrate (DM) shall anchor the implementation of the Mission in every District. The DM shall facilitate effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2015 as amended in 2021 and all other legislations, Rules and regulations for ensuring child rights and protection in the district, viz. Protection of children from Sexual Offence Act, 2012 as amended in 2019, Hindu Adoption and Maintenance Act (HAMA) 1956; Guardians and Wards Act (GAWA) 1890; Child Labour (Prohibition and Regulation) Act 1986; The prohibition of Child Marriage Act 2006 and Immoral Traffic Prevention Act 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act 1994, CPCRA Act, 2005 etc. and any other Act that comes into force for protecting child rights;

The DM shall be assisted by the District Child protection Unit for delivering her responsibilities.

4.4.1. Roles and Responsibilities of DM

The Role and Responsibilities of the DM shall be as follows:

1. The District Magistrate shall anchor the scheme in the District
2. The DM shall act as the guardian of these children for all practical purposes.
3. The DM shall ensure need and resource mapping exercise in terms of the children especially children in difficult circumstances in the District on annual basis.
4. Develop an annual District plan of action in consultation with all stakeholders including Police, Health, Education, Labour, Skill development departments, Child Development Project Officers, DWCDs, for Survival, Development, Protection and Participation of Children in the District.
5. Supervise implementation of the plan in a time bound manner
6. Share the plan with the State government followed by implementation report.
7. Engage with the State government, other Districts and Agencies for restoration, rehabilitation and mainstreaming of children
8. Secure benefits and entitlements to the child under other existing schemes of the government
9. Satisfy herself/himself before placing the child within non institutional care or within CCI, that the action is being taken in the best interest of child
10. Conduct surprise inspections of the Childcare institutions
11. Facilitate aftercare in terms of supplementary education, career counselling facility, vocational training, for them at appropriate time
12. Encourage participation and contribution of the public and private sector, academic institutions and other stakeholders towards group foster-care, sponsoring the higher education of these children, institutionalising scholarships, facilitating loan for studies and small businesses of the children.

13. Hold monthly meeting with DCPU, CDPO, Childline, Police, Education department, Health Department, DLSA and other stakeholders to discuss issues related to children in the district to discuss the following:
 - (i) Needs of children and availability of resources
 - (ii) Childline report
 - (iii) Food and nutrition management
 - (iv) Vaccination and other health services, including health education
 - (v) Enrolment into schools including residential schools
 - (vi) Sports facilities for children
 - (vii) Pattern of crime and violence against children
 - (viii) Actions taken to arrest crime against children
 - (ix) Pattern of crime by children
 - (x) Actions taken to curb crime by children
 - (xi) Availability and quality of Child care Institutions for children
 - (xii) Adoption matters including delay in the process, if any
 - (xiii) Status of sponsorship and foster-care
 - (xiv) Arrangements for Aftercare
 - (xv) Report regarding missing, lost, run away or dead children in CCIs and in District
 - (xvi) Coordination arrangements for restoration of children
 - (xvii) Any other matter deemed necessary with respect to children
14. DM may interact with Children as and when it is possible.
15. Ensure placement of suggestion box in schools, Child care Institutions and other places with sizeable population of children and look into the complaints and suggestions given by the children and take appropriate action.
16. The District Magistrate shall be the grievances redressal authority for the purpose of this scheme.
17. For the purpose of this scheme, DM may include ADM, subject to due authorization by the DM.

4.4.2. District Child Protection Unit (DCPU)

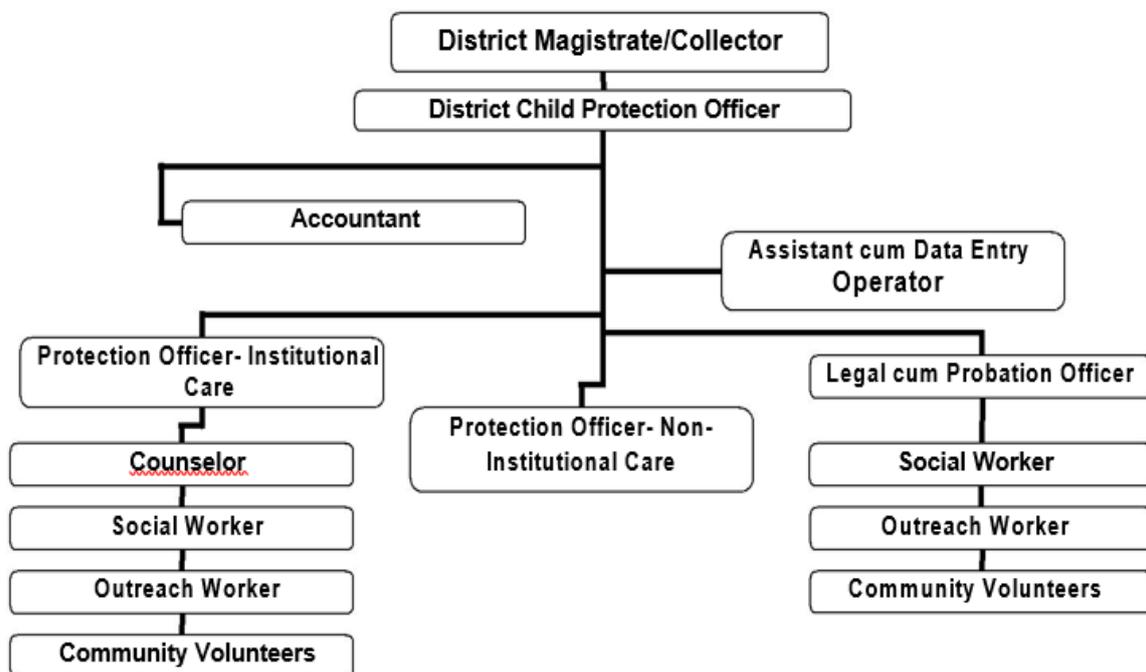
Mission Vatsalya shall support a District Child Protection Unit (DCPU) in each district, to assist the District Magistrate in the implementation of the scheme.

4.4.3. Roles and Responsibilities of DCPU

- i) The DCPU shall contribute to effective implementation of child protection legislations, schemes and work for achievement of child protection goals laid out in the National policy and Plan of Action for Children. In doing so, the DCPU shall follow national and state priorities, rules and guidelines.
- ii) To coordinate and implement all child rights and protection activities at district level.
- iii) DCPU shall provide administrative support and act as secretariat for the implementation of the Mission at District level
- iv) Identify families at risk and children in need of care and protection through effective networking and linkages with the POSHAN Abhiyan functionaries, Specialized Adoption Agencies (SAA), NGOs dealing with child protection issues and local bodies, viz. Panchayati Raj Institutions and Urban Local Bodies, etc
- v) Local Vulnerability mapping and situational analysis of the District, in terms of children in difficult circumstances, analyse and monitor trends and patterns
- vi) Resources mapping of the District in terms of child related service providers and facilities for children
- vii) Identify & verify credible voluntary organizations to implement program components of the Mission Vatsalya and recommend them to DM
- viii) Facilitate implementation of family based non-institutional services including sponsorship, foster care, adoption and after care;
- ix) Facilitate transfer of children at all levels for either restoration to their families or placing the child in long or short-term rehabilitation through sponsorship, kinship care, in country adoption, foster care, inter-country adoption and placement in institutions;
- x) Ensure that for each child in need of care there is an individual care plan and that the plan is regularly reviewed. Monitor the implementation of the plan.
- xi) Ensure setting up of District, Block and Village level Child Protection Committees for effective implementation of programs, as well as discharge of its functions;
- xii) Supervise and monitor all institutions/agencies providing residential facilities to children in district;
- xiii) Train and build capacity of all personnel (Government and Non-government) working under child protection system to provide effective services to children;
- xiv) Encourage voluntary youth participation in child protection programs at district, block and community levels;
- xv) Facilitating and ensure convergence with other departments (including those mentioned in the Convergence Matrix under Mission Vatsalya), Civil Society organisations, Academic Institutions and other stakeholders to build inter-sectoral linkages on child protection issues and for ensuring benefits to children under

- Central/State/any other Scheme, for welfare of Children.
- xvi) Carrying out need-based research and documentation activities at district-level for analysing the contextual problems affecting children and possible Solutions
 - xvii) Maintaining oversight, monitoring and evaluating implementation of Mission Vatsalya in the District.
 - xviii) Liaisoning with other DCPUs and State Child Protection Societies of State/UT for restoration and rehabilitation of Children and peer learning.
 - xix) Furnishing information and periodical reports as sought/ prescribed by the State/UT or Central government
 - xx) Organize monthly meeting with all stakeholders at district level including *under the chairpersonship of DM*
 - xxi) Any other activity essential for attaining the goals and objectives of Mission Vatsalya

Organogram of District Child Protection Unit (DCPU)



4.4.4. Job Profile of Duty holders in DCPU

4.4.4.1. District Child Protection Officer (DCPO): The District Child Protection Officer (DCPO) shall function as the officer in charge of the DCPU and shall be responsible for carrying out all day to day functions of the DCPU at the district level.

- i) The DCPO shall be appointed either by deputation or on contract. In districts where a district level officer of the Mission Vatsalya implementing department (Social Welfare/Women and Child Development) is available he/she shall function as the DCPO. In districts where such officer does not exist, the post of DCPO shall be filled by deputation/contract.

- ii) The DCPO shall coordinate and supervise implementation of the Mission and all other child protection activities at district level including coordinating non-institutional care program and monitoring & supervision of all institutions/agencies/ projects/programs/NGOs.
- iii) DCPO shall report to DM at the District level and assist DM in development of an Annual District Child Protection Plan, resource directory of child related services
- iv) DCPO shall ensure that the details of every child coming in contact with the Juvenile Justice set up are uploaded on the Vatsalya portal maintained centrally.
- v) He/she shall coordinate with all the line departments/officers including:
 - District Judge,
 - Superintendent of Police,
 - Child Development Project Officer (CDPO),
 - Labour Officer, Education Officer,
 - Chief Medical Officer (CMO),
 - Municipal Authorities and
 - Members of Zila Parishad and other local bodies.
 - Voluntary Organizations,
 - Hospitals/Nursing Homes,
 - Child Welfare Committee,
 - Juvenile Justice Board,
 - Childline Services
 - Other authorities at district level who have direct or indirect impact on child protection programs/services.
- vi) He/she shall head the Home Management Committee of every institution in the district
- vii) Manage optimum utilisation of grant received from the SCPS under the Mission
- viii) He/she shall conduct a monthly review meeting with all stakeholders including representatives of community and local bodies as well as media.

4.4.4.2. Protection Officer (Institutional Care):

Under the supervision of the DCPO, the Protection Officer (Institutional Care) shall ensure effective implementation of child protection programs and policies relating to children in need of care and protection at the district and local levels. He/she shall be responsible for ensuring effective institutional/residential care services at the district level for all children in need of care and protection. Every district shall have a maximum of three Protection Officers (Institutional Care) on the basis of geographical spread and child population of the district. In case the Child Welfare Committee has a heavy case load, the State Government can appoint one full time Protection Officer to the Committee.

The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include:

- (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her;
- (ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- (iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district level on the basis of data collected;
- (iv) Ensure setting up and management of the child tracking system of all institutional care program including Open Shelters in the district;
- (v) Support CWC in the process of inquiry and restoration of children;
- (vi) Ensure registration of all child care organizations/institutions/agencies housing children under the Juvenile Justice Act, 2015 as amended in 2021;
- (vii) Supervision and monitoring of all child care organizations/institutions/ agencies, both Govt. & NGO run (with or without support), housing children and ensure implementation of minimum standards of care;
- (viii) Supervision and monitoring of other child welfare and protection programs being implemented at district level;
- (ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district level in coordination with State Child Protection Unit; and
- (x) Prepare and submit a monthly report to the DCPO.

4.4.4.3 Protection Officer (Non-Institutional Care)

Under the supervision of the DCPO, the Protection Officer (Non-Institutional Care) shall ensure effective implementation of the non-institutional components of Mission Vatsalya relating to sponsorship, foster-care, adoption, after-care and cradle baby scheme. Every district shall have a maximum of three Protection Officers (Non-Institutional Care) on the basis of geographical spread and child population of the district. The specific roles and responsibilities of a Protection Officer (Non-Institutional Care) shall include:-

- (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required;
- (ii) Support DM in identifying adoptable children from the district and preparing a district-level database of adoptable children;
- (iii) Promote and facilitate adoption in the district with the help of SAA by:
 - a) Registering and maintaining database of adoptable children and PAPs for in-country adoption;

- b) Promoting in-country adoption within the district;
- c) Monitor adoption placement and ensure that the SAAs provide post placement support and follow up.
- (iv) Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system;
- (v) Carry out family based non-institutional care through foster care, sponsorship and after care programs;
- (vi) Carry out resource mapping and contribute in development of a District Child Protection Plan and a resource directory of child related services for non-institutional care at the district level on the basis of data collected;
- (vii) Function as the Nodal Officer for the uploading details of the Children on Vatsalya portal in the district;
- (viii) Support CWC in the process of inquiry and restoration of children;
- (ix) Supervise and monitor all child care institutions including SAAs in the district
- (x) Coordinate with SARA and SCPU for training and building capacities of all personnel (Government and Non-government) involved in non-institutional service to children; and
- (xi) Submit quarterly report to SARA on status of adoption program in the district.

4.4.4.4. Legal cum Probation Officers

Under the supervision of the DCPO, the Legal cum Probation Officer shall coordinate and supervise all the programs and activities relating to Juveniles in Conflict with law. He/she would provide support to JJB at district levels. Every district shall have a maximum of three Legal cum Probation Officers on the basis of geographical spread and child population of the district. Probation Officers appointed under the Probation of Offenders Act, where available may also function as Legal cum Probation Officers. In case the Juvenile Justice Board has a heavy caseload, the State Government can appoint one full time Legal cum Probation Officer to the Board. The specific roles and responsibilities would include:

- (i) Collect and compile data on dimensions of the juvenile delinquency in the district;
- (ii) Attend proceedings of the JJB regularly;
- (iii) Support JJB in conducting inquiries;
- (iv) Prepare and submit social investigation reports;
- (v) Maintain case files and other registers;
- (vi) Escort juveniles to a home/fit person/fit institution from the JJB;
- (vii) Undertake follow up visits of juveniles released under supervision and after release;
- (viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles.

The Legal cum Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/she would be responsible for providing free legal aid services to children/juveniles. He/she shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice Act as and when required.

4.4.4.5. Counselor: Each Child Protection Unit at District level shall have a counselor for providing counseling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counselor shall also work with the CWC and JJB at district level as and when required. Counsellor at the DCPU will be responsible for supervising counsellors in the institutions and also for providing counselling support to children and families coming in contact with the DCPU.

4.4.4.6. Social Worker : Each Child Protection Unit shall have two Social Workers(at least one woman) who would be responsible for coordinating field level activities in their respective cluster of sub-divisions as assigned by the DCPO. These Social Workers shall be assisted by the Outreach Workers for carrying out field level interventions. The two Social Workers, of which one shall be a woman, shall also assist the SJPU in discharging their duties as and when required.

4.4.4.7. Outreach Workers : Each Child Protection Unit at district level shall have three Outreach Workers reporting to Protection Officers and Legal cum Probation Officer. Each Outreach Worker shall assist their respective Officer in carrying out their roles and responsibilities.

They shall work as a link between the community and the District Child Protection Unit and shall be responsible for identifying families and children at risk and offer necessary support services. The Outreach Workers shall also be responsible for developing good networking and linkages with the anganwadi workers and members of panchayat/local bodies at community/block levels. They should also encourage volunteerism amongst the local youth and involve them in the child protection program at block and community levels.

4.4.5. Financial Support for District Child Protection Unit (DCPU)

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture and other office equipments (tables, chairs, computer tables, air conditioner, cupboards, etc.)	3,00,000
2	Five Computers/ Laptops & Peripherals, office equipment	2,25,000
	Total	5,35,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One District Child Protection Officer (DCPO) @ Rs. 42,000 per month	5,04,000
2	One Protection Officer - Institutional Care @ Rs. 27,000 per month	3,24,000
3	One Protection Officer - Non-Institutional Care @ Rs. 27,000 per month	3,24,000
4	One Legal cum Probation Officer @ Rs. 27,000 per month	3,24,000
5	One Counsellor @ Rs. 18,000 per month	2,16,000
6	Two Social Workers @ Rs. 18,000 per month	4,32,000
7	One Accountant @ Rs. 18,000 per month	2,16,000
8	One Data Analyst @ Rs. 18,000 per month	2,16,000
9	One Assistant cum Data Entry Operator @ Rs. 14,000 per month	1,68,000
10	Three Outreach Workers @ Rs. 10,000 per month	3,60,000
	Total	30,84,000

(B) Administrative Expenses		
1	Administrative Expenses (water, electricity, postage, stationary, telephone with STD, Xeroxing, TA, Rent, Contingency etc. (Subject to actual)	15,00,000
2	Fund for repatriating children - (subject to actuals)	4,00,000
3	Advocacy and awareness - organizing camps, meals for community awareness and Sensitization and capacity building of all stakeholders such as Police, PRI members etc.	5,00,000
	Total	24,00,000
Total Recurring Cost (A+B)		54,84,000
Grand Total (Non-recurring + Recurring grant)		60,09,000

4.4.6. Block and Village level Service delivery structures

Block and Village level Child protection Committees shall be institutionalised in every District, in order to reach out to children, engaging with Communities and encouraging them to take ownership of the well being of Children in their vicinity.

(a) Block Level Child Protection Committee: Every Block/ward in a municipal area shall have a Child Protection Committee in order to reach out to children, to protect their best interest and prevent/ protect the children from any kind of distress situation.

Composition:

Block/ward level elected representative shall be the Chairperson of the Block/Ward Committee.

Block Development Officers (BDOs) - Member Secretary

Members

- Representative of DCPU,
- Representative of CDPO,
- representatives of Education departments
- Representative of Health Department
- Chairpersons of the Village Level Child Protection Committees
- Respected community members and
- Civil society representatives.

Major Functions of the BLCPC:

- i) Ensuring safe public spaces and child friendly atmosphere in the Block/Ward
- ii) To act as the bridge between District administration and villages.
- iii) Strategy planning to address gaps in services by way of organising monthly community assembly and collecting feedback;
- iv) Inspection and assessment of implementation of schemes and programs for children in the area
- v) Leveraging MLA and MPLAD fund for supplementing the Mission
- vi) Reporting to DM through DCPU regarding vulnerability hot- spots and strategy devised for addressing it.

(b) Village Level Child Protection Committee: Every village shall have a Child Protection Committee in order to reach out to children, to protect their best interest and prevent/ protect the children from any kind of distress situation.

Composition:

Head of the Gram Panchayat: Chairperson

Anganwadi Worker : Member Secretary

Members:

- i) Representative of BLCPC
- ii) Two Representative of Mothers in the village
- iii) Local School Teacher
- iv) Local ASHA
- v) One boy child (aged between 14 to 18 years)
- vi) One Girl Child (aged between 14 to 18 years)

Major Functions of the VLCPC

- i) Ensuring safe public spaces and child friendly atmosphere in the Village
- ii) Ensuring smooth implementation of schemes addressing Children

- iii) Regular monitoring of disbursement and day to day activities of the Anganwadi centers
- iv) Keeping a check on quality and frequency of classes under Early Childhood Care and Education (ECCE) at Anganwadi Centre.
- v) Identification of children in distress situations in the village
- vi) Maintaining watch over Physical and Mental development of children in the area
Identification of special children and referrals as per requirement
- vii) Information dissemination regarding best interest of children and benefits available under government programmes
- viii) Organising training and awareness camps
- ix) Developing Child friendly Panchayats with 'Children's wellbeing' as an agenda during Panchayat meetings.

(c) Urban Clusters within Urban Ward level Committee to be formed.

4.4.6.1. Financial Support to Block and Village level Committees:

As 5% of the untied grant available with Panchayati Raj Institutions and urban local bodies has been earmarked for women and child related activities including facilitation of the Block/Ward and Village level child protection Committees, expenditure regarding the following shall be borne out of the untied grant available with the PRI and urban local bodies:

- i) Organising monthly meetings
- ii) Honorarium @ Rs. 500 per month to Anganwadi worker for facilitating the meetings
- iii) Essential Travel to assist the Children in distress
- iv) Short term rehabilitation support to Children in distress
- v) Reward and recognition to children
- vi) Capacity building and vocational training to children
- vii) Awareness generation and sensitization

Note: The above list is not exclusive. Necessary expenditure required to be incurred in the best interest of Child can be incurred from the earmarked resources. The items of expenditure may be approved by the Committee with at least 2/3rd of its members present and voting.

CHAPTER 5 - STATUTORY SUPPORT SERVICE

5.1. Child Welfare Committees (CWCs)

The Juvenile Justice (Care and Protection of Children) Act, 2015 as amended in 2021, makes it mandatory to establish at least one Child Welfare Committee in each district as the authority to dispose of cases for the care, protection, treatment, development and rehabilitation of children in need of care & protection and to provide for their basic needs and protection of human rights.

The Composition and functioning of the CWC shall be in accordance with the JJ Act 2015 as amended in 2021 and its subordinate legislation. Mission Vatsalya shall provide infrastructure and financial support to the States/UTs for facilitating setting up of CWC's in every district and to ensure their effective functioning.

Location of CWC

As provided under the JJ Act, 2015, the Child Welfare Committee shall hold its sittings in the premises of a Children's Home.

Space and Infrastructure

The Children's Homes being constructed shall have two rooms of 300 Sq. ft. each for the CWC. Where an existing Children's Home has the required space available within the premises, the same shall be provided to the Committee. However, in districts where there is no Children's Home or the existing Children's Home has no space for the CWC, funds will be provided under the Mission for constructing or renting suitable premises for the CWC.

The Committee shall hold its sittings in one room while the other room should be used as the waiting area for Children and their families. The CWC premises should have a welcoming ambience. The Committee room where the CWC holds its sittings shall have a child friendly environment. Necessary furniture, computer and other basic equipment shall be made available. The waiting area should have provisions for toilet and drinking water along with indoor recreation facilities for children.

The Children's Home where the CWC is holding its proceedings shall provide support of counsellor and peon to the CWC on those days when the sitting is taking place. DCPU will also provide legal and counselling support where necessary.

5.1.1. Financial Support to CWC

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture	50,000
2	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	Total	1,02,500

Recurring Expenditure (per annum)

(A) Honorarium/Salary		
1	Travelling / meeting allowance or honorarium for 20 meetings for five members including Chairperson (Rs.2000 x 20 meetings per month x 12 months x 5 Chairperson and Members)	24,00,000
2	One Assistant cum Data Entry Operator	1,68,000
	Total	25,68,000

(B) Administrative Expenses		
1	Administrative Expenses-Rent & Contingencies (subject to actual)	1,80,000
2	Child related expenses including medicines, transportation; food, etc. during the process of production of a child to the committee @ Rs. 7000 per month (subject to actual)	84,000
	Total	2,64,000
Total Recurring Cost (A+B)		28,32,000
Grand Total (Non-recurring + Recurring grant)		29,34,500

Construction Grant for CWC

S. No.	ITEM	AMOUNT (IN RS.)
1	*Construction of two rooms of 300 sq. feet each @ Rs. 1543 per sq feet, as and when required (Rs. 1543 x 600 sq. ft.)	9,25,800

** This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.*

5.2. Juvenile Justice Boards (JJB)

The Juvenile Justice (Care and Protection of Children) Act, 2015 as amended in 2021, makes it mandatory to establish at least one Juvenile Justice Board in each district as the authority to dispose of matters related to Children in conflict with law.

The Composition and functioning of the JJB shall be in accordance with the JJ Act 2015 as amended in 2021 and its subordinate legislation. Mission Vatsalya shall provide infrastructure and financial support to the States/UTs for facilitating setting up of JJBs in every district and to ensure their effective functioning.

Location of JJB

As provided by the Juvenile Justice (Care and Protection of Children) Act, 2015, a JJB shall hold its sittings in the premises of an Observation Home.

Space and Infrastructure

The Observation Homes being constructed shall have two rooms of 300 Sq. ft. each for the JJB. Where an existing Observation Home has the required space available within the premises, the same shall be provided to the Board. However, in districts where there is no Observation Home or the existing Observation Home has no space for the JJB, funds will be provided under the Mission for constructing or renting suitable premises for the JJB.

The Board shall hold its sittings in one room while the other room should be used as the waiting area for Children and their families. The Board premises should have a welcoming ambience. The Committee room where the Board holds its sittings shall have a child friendly environment. Necessary furniture, computer and other basic equipment shall be made available. The waiting area should have provisions for toilet and drinking water along with indoor recreation facilities for children.

The Observation Home where the JJB holds its proceedings shall provide support of counsellor and peon to the JJB on those days when the sitting is taking place. DCPU will also provide legal and counselling support where necessary.

5.2.1. Financial Support to JJB

S.No.	ITEM	AMOUNT (in Rs.)
Non-recurring Expenditure (once in five years)		
1	Furniture	50,000
2	One Computer with Web Cam and UPS (including cost of software license) and one Printer cum Scanner	45,000
3	Creating and maintaining a child friendly environment including painting of rooms, indoor games etc.	7,500
	Total	1,02,500

Recurring Expenditure (per annum)

(A) Honorarium/Salary		
1	Travelling / meeting allowance or honorarium for 20 meetings for two members (Rs.2000 x 20 meetings per month x 12 months x 2 Members)	9,60,000
2	One Assistant cum Data Entry Operator	1,68,000
	Total	11,28,000

(B) Administrative Expenses		
1	Administrative Expenses-Rent & Contingencies (subject to actual)	1,80,000
2	Child related expenses including medicines, transportation; food, etc. during the process of production of a child to the committee @ Rs. 7000 per month (subject to actual)	84,000
	Total	2,64,000
Total Recurring Cost (A+B)		13,92,000
Grand Total (Non-recurring + Recurring grant)		14,94,500

Construction Grant for JJB

S. No.	ITEM	AMOUNT (IN RS.)
1	*Construction of two rooms of 300 sq. feet each @ Rs. 1543 per sq feet, as and when required (Rs. 1543 x 600 sq. ft.)	9,25,800

** This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.*

5.3. Special Juvenile Police Units (SJPUS)

The Juvenile Justice Act 2015 provides for setting up of Special Juvenile Police Units in every district and city to coordinate and upgrade the police interface with children. All the police officers, designated as juvenile/child welfare officers in the district or city, are members of the SJPU.

As a statutory requirement, the Mission Vatsalya shall provide for two paid social workers in each SJPU for supporting the unit. The District Child Protection Unit shall appoint these social workers and depute their services to the SJPU as and when necessary. Of the two Social Workers, at least one should be a woman and another having expertise in child protection. Financial Support for these social workers are covered under DCPU component.

CHAPTER 6 - INSTITUTIONAL SERVICES

6.1. Institutional Care

The Mission shall support the following type of Child Care Institutions in the Districts:

1. Child Care Institutions for Children in need of care and protection
 - a. Children's Home
 - b. Open Shelter
 - c. Specialised Adoption Agencies
2. Child Care Institutions for Children in conflict with law
 - a. Observation Homes
 - b. Special Homes
 - c. Place of Safety

6.1.1 Child Care Institutions (CCI):

The CCIs as envisaged under the JJ Act, 2015 as amended in 2021, 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.

(i) Children's home shall be established/ supported for rehabilitation of Children in need of care and protection. Separate homes based on age, gender or special needs of children could be established/supported by the State/District.

(ii) Observation homes are required to be established for children alleged to be in conflict with law. While *Special homes* are to be established for supporting children found guilty by the JJB or Children Court.

(iii) Place of Safety shall be established to host older or more aggressive children in conflict with law.

All the above homes may have similar facilities in terms of infrastructure, caregivers, service providers or any other component. The homes could be either for 50 children or 25 children, depending upon the need of children in a particular area.

(iv) Specialised Adoption Agencies (SAA) may be established/supported to look after children below six years of age. These Agencies will facilitate adoption of the children who are legally free for adoption. Besides, they may also look after young children in need of care and protection, though not available for adoption. SAAs may also be established near or within jail premises, to provide care and protection to young children of incarcerated parents.

(v) Open Shelters may be established/supported to look after children of working parents, in street situation, including child beggars. These shelters will be used for educating, counselling and imparting life skills to children in difficult circumstances, who otherwise live in their families.

The Mission shall support the maintenance of existing Child Care Institutions or commissioning of new Child care institutions in the Country, subject to the following conditions.

- i) The CCI shall be registered under the JJ Act, 2015, as amended in 2021
- ii) The CCI must subscribe to the benchmarks prescribed under the JJ Act, 2015 and the Rules framed there under.
- iii) Verification of the credentials of parent Non-Government Organisation has been done vis a vis government stipulations, if the CCI is being run by them.
- iv) Police verification of the CCI staff has been done and there are no cases pertaining to Child abuse pending against them.
- v) Separate CCIs shall be run for Boys and Girls above the age of six years.
- vi) Support to any CCI shall be extended based on the need assessment report of DM for the District.
- vii) At least one Children Home each for Boys and Girls, two SAAs and one Open Shelter shall be supported in a District. One Observation Home and One Special Home shall be supported per District. In exceptional circumstances, a decision for need based relaxation can be taken by the Project Approval Board under the Mission.
- viii) The location and size of an institution in a particular city or town should depend on the caseload of children in conflict with law committed by the Juvenile Justice Board and children in need of care and protection referred by the Child Welfare Committee.
- ix) CCIs for children in need of care and protection and children in conflict with law shall run from separate premises.
- x) Institutions must be located in a congenial child friendly environment in natural surroundings with adequate open space for children to engage in outdoor activities. Every institution 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 juveniles/children in care.
- xi) All the CCIs shall be supported for same set of facilities and quality of services, irrespective of children being in conflict with law or in need of care and protection.
- xii) Age wise categorisation of Child Care Institutions for Children in need of care and protection
 - Separate children's homes for boys and girls in the age group of 7-11 and 12- 18 years should be established.
 - However, in case of unavoidable circumstances, while children of both sexes below 10 years can be kept in the same home, separate bathing and sleeping facilities should be maintained for boys and girls in the age group of 5-10 years
 - Children in the age group of 0-6 years should be kept in Child care Institutions with appropriate facilities for infants. These CCIs may function as Specialised Adoption Agencies
- xiii) Age wise categorisation of Child Care Institutions for Children in conflict with law
 - There should be separate CCIs for girls and boys.
 - Classification and segregation of children 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 degree of the offence committed.

Capacity of CCIs:

The CCIs shall be supported to accommodate 25 children or 50 children, as per the need of the region.

Staff of CCIs :

The States/UTs may ensure recruitment of capable and considerate persons for serving and supporting the children in CCIs.

The Staff shall be required to follow the stipulations of Child centric legislations including the JJ Act, prescribing statutory responsibilities for their post. Hence, 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.

Following training Courses shall be compulsory for the staff attached with any CCI:

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

Home Management Committee

Every institution shall constitute a Home Management committee as prescribed under Juvenile Justice Rules for the management of the institution and for monitoring the progress of every juvenile and child. The committee should also receive and respond to complaints and requests from children/juveniles.

Children's Committees

Every institution shall constitute Children's committee as prescribed under Juvenile Justice Rules for three different age groups of children. These committees should meet every month and maintain a record of its proceedings and share it with the management committees in their monthly meetings. These committees shall be provided assistance from Child helpline, local Voluntary Organisations or child participation experts, who will support these committees in selecting leaders, conducting meetings, developing rules etc.

Children should participate in the management of the institution and should be involved in activities related to their development:

- a. Developing their time table/daily routine including studies, entertainment, sports, etc.;
- b. 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;

- c. Maintaining their own establishment- keeping the rooms clean and tidy;
- d. Cleaning of open-spaces, gardening, etc.;
- e. Sports and Extra-curricular activities; and
- f. Organising Skill development programmes.

Individual Care Plan for every Child

- For each child in institutional care, an individual care plan shall be developed by the concerned agency in consultation with the DCPU within a month.
- Once agreed upon by the DCPU, the individual care plan shall be forwarded within a fortnight for approval to the CWC/JJB.
- The concerned agency shall report to the DCPU on the execution of the individual child care plan within six months of the care plan being approved by the CWC/JJB.
- The individual care plan shall be reviewed every six months.

Development of manuals/protocols for Homes:

Ministry shall develop manuals/protocols for creating Child friendly CCIs, based on the benchmarks prescribed under the JJ Act and Rules there under, best practices and Children's feedback. The protocols shall include various activities for constructively engaging children and shall focus on child participation in management of CCIs. Such manuals/protocols shall be shared with the States/UTs.

These protocols shall also include community participation in various types of CCIs and encourage openness and transparency in managing these CCIs.

Grading of CCIs

The Ministry shall take up exercise to grade each CCI at fixed intervals. The grading shall be done based on Infrastructure, quality of services, wellbeing of children especially in terms of health and education, restoration and rehabilitation of children, inter alia.

CCIs to provide specialised support for specific vulnerabilities:

- a. The DM may in consultation with the State Mission Director declare a CCI for rehabilitating more than 20 children impacted by specific difficulties, such as CCIs for disabled children, CCI for care, detoxification and counselling of children affected by substance abuse etc. Convergence with other government schemes and programmes to address such specific vulnerabilities must be ensured, to coordinate collocate the interventions in CCIs for holistic care of the children.
- b. In the event of only a few children facing specific difficulties, integrating services for children with special needs in existing homes shall be ensured

6.2. Financial Support to Child care Institution, with the capacity to accommodate 50 children

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actual)	10,00,000
2	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipments, etc.	10,00,000
	Total	20,00,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Officer-in- Charge (Superintendent)@ Rs. 35,000 per month	4,20,000
2	One Counselor @ Rs. 22,000 per month	2,64,000
3	One Probation Officer/Child Welfare Officer/ Case Worker @ Rs. 22,000 per month	2,64,000
4	Two House Mother or House Father @ Rs. 20,000 x 2 per month	4,80,000
5	One Paramedical staff @ Rs. 12,000 per month	1,44,000
6	One Store-keeper cum Accountant @ Rs. 18,000 per month	2,16,000
7	One Educator @ Rs. 10,000 per month	1,20,000
8	One Art & Craft cum Music Teacher @ Rs. 10,000 per month	1,20,000
9	One PT Instructor cum Yoga Trainer @ Rs. 10,000 per month	1,20,000
10	Two Cook @ Rs. 10,000 x 2 per month	2,40,000
11	Two Helper cum Night Watchman@ Rs. 8,000 x 2 per month	1,92,000
12	One Housekeeper @ Rs. 10,000 per month	1,20,000
	Total	27,00,000

(B) Administrative Expenses		
1	Maintenance @Rs.3000 per child per month (for food, clothing, medicine, supplementary education, personal saving etc.)	18,00,000
2	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs.1000 per child/year	50,000
3	Administrative Expenses - water, electricity, Transportation, Rent, Miscellaneous, Contingency etc. (Subject to actual)	10,00,000
	Total	28,50,000
Total Recurring Cost (A+B)		55,50,000
Grand Total (Non-recurring + Recurring grant)		75,50,000

Note:

- a) In the Government/NGO run institutions supported under the scheme, the above salary norms will be applicable. The Government/NGO may add additional salary from its own resources.
- b) Driver may be hired as per need from contingency funds.
- a) The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house Mother would proportionally increase/decrease with the increase/ decrease in the capacity of the home.
- c) 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.

6.2.1. Financial Support for a Special Unit for Children with Special Needs:

S.N.	ITEM	AMOUNT (IN RS.)
Recurring Expenditure (per annum)		
1	Specialised equipments and materials like Psychological test materials, training materials for speech and language, teaching materials, wheel chairs, crèches, etc. @ Rs. 10,000 per child for 10 children	1,00,000
2	Additional grant for Ten (10) children @ Rs. 400 per child per month to cover expenses on nutritious food	48,000
3	Specialized medical assistance for 10 children for Antiretroviral Therapy (ART) ¹ & other medical needs, detoxification and treatment ² @ Rs. 4,000 per child per month (as per actuals) ³	4,80,000
4	Staff Salary	
	One Special Educator/Therapist @ Rs. 17,500 per month	2,10,000
	One Nurse (female) @ Rs. 10,000 per month	1,20,000
	One Care Take cum vocational instructor @ Rs. 7,500 per month	90,000
	Total	10,48,000

¹ First efforts shall be made to access Antiretroviral Therapy (ART) from the respective State AIDS Control Societies, in case the same is not available, funds under S.N. 3 may be used.

² First priority should be given to send children to State run detoxification and treatment centres for children in substance abuse, in case the same is not available, funds under S.N. 3 may be used.

³ Flexibility is provided to the DCPO to utilize funds at S.N. 1 and 3, as per the needs of the Children with special needs in the Home.

6.2.2. Construction Grant for a new unit of 50 children

S. No.	ITEM	AMOUNT (inRs.)
1	Cost of Construction- 8745 Sq.ft. @Rs.1543 perSq.ft.*	1,34,93,500

**This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.*

6.3. Financial Support to Child care Institution, with the capacity to accommodate 25 children

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Structural changes, up-gradation of accommodation facilities and maintenance (Subject to actual)	6,00,000
2	Up-gradation of facilities like purchase/maintenance of Television, Computers, Books and furniture, kitchen equipments, etc.	6,00,000
	Total	12,00,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Officer-in- Charge (Superintendent)@ Rs. 35,000 per month	4,20,000
2	One Counselor@ Rs. 22,000 per month	2,64,000
3	One Probation Officer/Child Welfare Officer/ Case Worker @ Rs. 25,000 per month	3,00,000
4	One House Mother or House Father @ Rs. 22,000per month	2,64,000
5	One Paramedical staff @ Rs. 14,000 per month	1,68,000
6	One Store-keeper cum Accountant @ Rs. 20,000 per month	2,40,000
10	One Cook @ Rs. 10,000per month	1,20,000
11	One Helper cum Night Watchman@ Rs. 8,000per month	96,000
12	One Housekeeper @ Rs. 10,000 per month	1,20,000
	Total	19,92,000

(B) Administrative Expenses		
1	Maintenance @Rs.3000 per child per month (for food, clothing, medicine, supplementary education, personal saving etc.)	9,00,000
2	Bedding including mattress, bed sheets, pillow, blanket, dari/mats, etc. @ Rs.1000per child/year	25,000
3	Administrative Expenses - water, electricity,Transportation, Rent, Miscellaneous, Contingency etc. (Subject to actual)	6,00,000
	Total	15,25,000
Total Recurring Cost (A+B)		35,17,000
Grand Total (Non-recurring + Recurring grant)		47,17,000

Note:

- a) In the Government/NGO run institutions supported under the scheme, the above salary norms will be applicable. The Government/NGO may add additional salary from its own resources.
- b) Driver may be hired as per need from contingency funds.
- c) The number of posts in the category of counsellor, child welfare officer, probation officer, house father or house Mother would proportionally increase/decrease with the increase/ decrease in the capacity of the home.
- d) 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.
- e) Financial support for a special unit for children with special needs will be applicable as per norms mentioned above.

6.3.1. Construction Grant for a new unit of 25 children

S. No.	ITEM	AMOUNT (inRs.)
1	Cost of Construction- 5000 Sq .ft. @Rs.1543 per Sq. ft.*	77,15,000

**This is indicative only. Actual release shall be as per PWD/CPWD estimates or as per Schedule of Rates in the State, whichever is less.*

6.4. Open Shelters for Children in Need in Urban and Semi-Urban Areas

Target Group

Open Shelters in urban and semi-urban areas will cater to all children in need of care and protection particularly beggars, child substance abusers, street and working children, rag pickers, small vendors, street performers, orphaned, deserted, trafficked and run-away children, children of migrant population, children living in unauthorized areas/slums, children of socially marginalized groups and any other vulnerable group of children.

Objectives

These Open Shelters, run by both NGOs and State Governments/UTs, are not meant to provide permanent residential facilities for children but will complement the existing institutional care facilities. 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; and
- (vii) To carry out regular follow up to ensure that children do not return to vulnerable situations.

Programs and activities

These may include the following :

- (i) Identify such children within the geographical area/location of the Open Shelters;
- (ii) Use innovative child friendly approaches and outreach activities to make contact with them;
- (iii) Organizations establishing such Open Shelters could supplement their services through Contact Locations that could be established on railway platforms, crowded market areas, tourist destinations, bus stands, etc.;
- (iv) Contact Locations can be established by organizations running the 24-hour Open Shelters or their partners;

- (v) Use techniques like music, drama, storytelling, outings and other child friendly methodologies to attract and sustain the interest of the children;
- (vi) Once children start participating, these Open Shelters should introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Program (NOSP), health care, counseling, etc.;
- (vii) 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;
- (viii) Cater to individual specific needs like substance abuse, behavioural problems and socially deviant behaviours among others;
- (ix) 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;
- (x) 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.;
- (xi) Provide temporary stay facilities for children; and children requiring long term care shall be referred to the nearest Shelter/Children's home;
- (xii) Function as 24- hour Crisis Management Centres to receive and provide necessary assistance to children;
- (xiii) Separate Open Shelters should be established for boys and girls;
- (xiv) One NGO can run one or more Open Shelters in a city, based on requirements;
- (xv) Provide accessibility to children round the clock;
- (xvi) Provide accessibility to children of all age groups up to 18 years of age;
- (xvii) Provide quality toilets, lockers for children to keep their belongings, washing facilities, recreational facilities both indoor and outdoor, etc.;
- (xviii) Provide health care facilities and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders;
- (xix) Maintain standards of care and children should be encouraged to participate in the activities of Open Shelters;
- (xx) Prepare Individual Care Plan for each child which will be monitored by the DCPU from time to time;
- (xxi) Maintain electronic data of each child and furnish the details to the DCPU as a part of the child tracking system and provide list of names of children accessing services to the Child Welfare Committee whenever directed to do so.

Infrastructure for Open Shelter:

These may include the following :

- (i) A Unit for 25 children shall have minimum carpet area of 2000 sq ft. including a kitchen, two bathrooms and two toilets.
- (ii) NGOs running these Open Shelters may contact Municipal Corporations, Zila Parishads, Slum Boards, Railway and Transport authorities for suitable accommodation for Open shelters or contact points.
- (iii) NGOs may seek help of DCPU for making arrangement for accommodation

Financial Support shall be provided through the State Government/UT Administration to voluntary organizations for establishing such Open Shelters as. In case a State/UT is unable to find suitable voluntary organizations to run these Open Shelters, the State /UT shall run these centres from the funds available.

6.4.1. Financial Support for Open Shelter (a unit of 25 Children)

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	Furniture including mattresses for children, 25 steel lockers, cupboards, tables and chairs etc.	1,50,000
2	Two Computers with UPS (including cost of software license) and with printer cum scanner	85,000
3	One Colour Television	2,00,000
4	Equipments for sports, entertainment, vocational training and kitchen along with utensils, gas stove, Water filter, etc.	
	Total	4,35,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Project Coordinator cum Counsellor @ Rs. 25,000 per month	3,00,000
2	One Social Worker @ Rs. 18,000 per month	2,16,000
3	Two Care Givers cum Bridge Course Educators @ Rs. 14,000 x 2 per month	3,36,000
4	Three Outreach Workers@ Rs. 10,000 x 3 per month	3,60,000
5	One Helpers for cleaning and cooking purposes @ Rs. 8,000 per month	96,000
	Total	13,08,000

(B) Administrative Expenses		
1	Maintenance @Rs.2500 per child per month (for food, clothing, medicine, supplementary education, personal saving etc.) for 25 children	7,50,000
2	Administrative Expenses (water, electricity, Transportation, Rent including 3 contact points, Miscellaneous, Contingencyetc.)- Subject to actual	5,00,000
	Total	12,50,000
Total Recurring Cost (A+B)		25,58,000
Grand Total (Non-recurring + Recurring grant)		29,93,000

²In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ Rs.5,000 per month. With support of DCPU, the voluntary organization running these contact points should make efforts to arrange for free accommodation for contact points at railway stations, bus stands and other public places.

³Number of Outreach Workers and Contact Points can be increased up to a maximum of five depending on the geographical area and number of children to be catered to by the program

6.5. Specialized Adoption Agency (SAA)- facilitating Adoption

The Mission supports State and NGO run Specialized Adoption Agency (SAA) where adoptable children of below six years of age are provided residential care. The SAA must be registered under the appropriate provisions of the JJ Act, 2015 as amended in 2021 and follow the Adoption regulations issued by Central Adoption Resource Authority (CARA). It shall work under the overall supervision of the District Child Protection Unit and assist District Magistrate in administering Adoption programme

The specific roles and responsibilities of these SAAs shall include:

Child related functions:

- a) Admission and registration of orphaned, abandoned and surrendered children;
- b) Reporting the arrival of a child to the CWC;
- c) Post CWC order, report registration of the child to DCPU and SARA;
- d) Uploading details of all children on the portal maintained by the Ministry
- e) Prepare individual care plan for each child within a month in coordination with the District Child Protection Unit (DCPU) and forward it within a fortnight for approval to the Child Welfare Committee (CWC), once agreed upon by the DCPU. The SAA shall report to the DCPU on the execution of the individual child care plan within six months of the care plan being approved by the CWC.
- f) The individual care plan to be reviewed every six months and no child shall remain in the care of a SAA for more than a period of one year.
- g) Preparation of child study report and physical examination report;
- h) Assist CWC in enquiry as and when required;
- i) Pre and Post adoption counselling to children;

- j) Matching of the child;
 - k) Facilitate placement of the child either in adoption or in pre adoption foster care with the help of District Placement Committee chaired by DCPO with two members respectively from the respective SAA and Protection Officer – Non-institutional Services;
 - l) Assist DM in finalising adoption order and placement of a child;
 - m) Obtaining birth certificate of the child;
 - n) Post adoption follow up;
 - o) Archiving relevant records of birth parents, their medical/case history, case records of the child, birth parents and adoptive parents;
 - p) Maintaining benchmark Standards of Care, hygienic premises, and adequate facilities to care for the new born babies, infants and toddlers.
 - q) Furnishing report to DM through DCPU and SARA for indicating the rehabilitation plan for each child admitted in the SAA.
- (ii) **Prospective Adoptive Parents (PAPs) related functions**
- a) Facilitating Registration of prospective adoptive parents on the designated portal
 - b) Reporting the registration of PAPs to the DCPU and SARA;
 - c) Counselling of biological parents/unwed Mother surrendering the child and for prevention of abandonment and rehabilitation of child;
 - d) Carrying out Home Study Report;
 - e) Matching of the child with PAPs;
 - f) Facilitating placement of the child in pre adoption foster care;
 - g) Pre and post adoption counselling to all PAPs;
 - h) Carrying out court procedures for adoption or placement of a child; and
 - i) Carrying out post adoption follow up.

Cradle Baby Reception Centre

Recognizing the fact that over 80% of districts in the country do not have facilities to receive or offer temporary shelter for children in crisis situation, especially those who are abandoned and vulnerable to be trafficked, the Mission envisages setting up Cradle Baby Reception Centres in at least one SAA (preferably government) per District,. This Reception Centre shall be run by the SAA from its premises and shall be equipped with all basic facilities for infants. The primary objective of these Reception Centres shall be to rescue the abandoned children and look after them with due care and affection till he/she is given in adoption.

Each SAA shall install one cradle at the doorstep to receive such babies. These Cradle Baby Reception Centres will be linked to Cradle Points at Primary Health Care Centres (PHCs), Hospitals/Nursing Homes, Swadhar Units, Short Stay Homes and in the office of the DCPU to receive abandoned babies.

For every child received by the cradle baby reception centre, the process of creating an individual care plan shall be initiated by the reception centre, to be further developed and prepared by the SAA in whose care the child is to be transferred after the authorization of the CWC.

Once the Cradle Baby Reception Centre receives a child from the Cradle Point, it should make the following arrangements for rehabilitation of the child:

- (i) Provide for proper medical treatment and food as per the advice of the Medical Officer;
- (ii) Report the arrival of the child to the Child Welfare Committee;
- (iii) Provide for all basic needs of the child;
- (iv) Provide care and protection to the child;
- (v) Register the birth of the child with the competent authority; and
- (vi) Explore possibilities of placing the child in a family through adoption.

The DCPU shall facilitate procurement of the cradles for the cradle points.

PHC's will designate one ANM as in-charge of the cradle placed with them. On receipt of a child, the ANM will arrange immediate medical attention to the child and inform the SAA cum Reception Centre for collecting the child. The ANM shall enter the particulars of the child in a Register and accordingly the medical officer shall issue a certificate of transfer at the time of handing over the child to reception centre.

The concerned Secretary dealing with Mission at State level shall liaison with the State Health Secretary to incorporate the above mentioned function of the ANM as part of their job description. In the event of death of a child in the reception centre, the centre shall perform the last rituals of the child. The expenditure may be met from the contingency funds.

State Adoption Advisory Committee:

In order to promote, implement, supervise and monitor the family based non-institutional programs including sponsorship, foster care in-country and inter-country adoption at State level, a State Adoption Advisory Committee shall be constituted at every State/UT. The Adoption Advisory Committee will meet quarterly to discuss child welfare measures and ways and means to promote in-country adoption of children. Minutes of every meeting shall be sent to CARA. The tenure of such committee will be three years.

The State Adoption Advisory Committee Composition shall be as under:

S. N.	MEMBERS	DESIGNATION
1	Secretary, Women & Child Development or the Administrative Department for Adoption Program	Chairman
2	Director, Women & Child Development or the concerned Directorate for Adoption Program.	Member Secretary
3	Representative of State Health Department	Member
4	Representative of CARA on invitation	Member
5	Program Manager, SARA	Member
6	Chairperson/Representatives of Adoption Coordinating Agencies	Member
7	Representatives of two SAAs by rotation	Member
8	Expert in the field of Child Rights and Child Protection	Member
9	Legal Expert	Member
10	Representative of <i>Childline Services</i>	Member

6.5.1. Financial support to SAA (a unit of 10 children)

S.No.	ITEM	AMOUNT(inRs.)
Non-recurring Expenditure (once in five years)		
1	One Computer with UPS and Web Cam (including cost of software license) and One printer cum scanner	45,000
2	Furniture including 10 cradles	1,50,000
2	Equipments for kitchen (Gas stove with connection, utensils, water filter, etc.	50,000
	Total	2,45,000

Recurring Expenditure (per annum)

(A) Staff Salary		
1	One Manager/Coordinator @ Rs. 25,000 per month	3,00,000
2	One Social Worker-cum-Early Childhood Educator @ Rs. 18,000 per month	2,16,000
3	One Nurse @ Rs. 14,000 per month	1,68,000
4	One Doctor (Part time) @Rs. 10,000 per month	1,20,000
5	Six Ayahs @Rs. 8,000 per month	5,76,000
6	One Chowkidar @Rs. 8,000 per month	96,000
	Total	14,76,000

(B) Administrative Expenses		
1	Maintenance grant for ten (10) children @ Rs.2500/- per child per month to cover expenses on food, milk powder, feeding bottles, clothing, medicine, soap, oil, play materials etc.	3,00,000
2	Administrative Expenses- Rent & Contingencies	2,25,000
3	Payment of legal expenses to the advocate engaged in adoption case	
	Total	5,25,000
Total Recurring Cost (A+B)		20,01,000
Grand Total (Non-recurring + Recurring grant)		22,46,000

Note: Any request for non-recurring component, in the interim period, may be provided if approved by the Project Approval Board (PAB).

CHAPTER 7 - NON INSTITUTIONAL SERVICES

The Juvenile Justice (Care and Protection of Children) Act, 2015 and the Model Rules framed there under provide for the rehabilitation and reintegration of children through non Institutional care i.e. sponsorship, foster-care, adoption and after-care.

While specialised Adoption agencies shall support the adoption programme, Under *Sponsorship* programme, financial support is proposed to be extended to vulnerable children living with extended families/ biological relatives for supporting their education, nutrition and health needs, inter alia. Under *Foster care* the responsibility of the child is undertaken/given to an unrelated person/family for care protection and rehabilitation. Children after completing the age of 18 years, may be offered support as *Aftercare*, upto the age of 21 years, in order to mainstream them and enable them to become self-dependent. The non-institutional care shall be subject to eligibility conditions and as per the procedure prescribed by the Ministry.

The Mission will support Children through following modes of Non Institutional Care:

- i) **Adoption:** Finding families for the children found legally free for Adoption
- ii) **Sponsorship:** Financial Support to immediate or extended biological family of the Child, for nurturing the Child
- iii) **Fostercare :** Financial Support to biologically unrelated Foster Parents for nurturing the Child
- iv) **After Care:** Monetary support to the Child who has been in Institutional care or has been receiving Sponsorship/FosterCare after the age of 18 years, upto 21 years of age, to help her/him become self-dependent.

A monthly maintenance grant per child @ Rs. 4000/- shall be provided for Sponsorship or foster care or Aftercare. The State/UT may assess the requirement of non institutional care and submit their proposal to Project Approval Board in the Ministry, along with the annual plan. The State Governments are encouraged to give additional grants to the SCPS under Sponsorship and Foster Care Fund and may initiate steps to proactively identify children needing protection with support of organisations working in this sector.

7.1. Sponsorship

As per Section 2 (58) of the JJ Act, sponsorship is defined as the ***‘Provision of supplementary support, financial or otherwise, to the families to meet the medical, educational and developmental needs of the child’***. Under Sponsorship programme, the Mission shall supplement the biological families or extended families of children in need of care or protection for adequate care of the Child. It shall be a conditional assistance, to ensure that children get the opportunity to stay and develop within their natural kith & kin and their community, without displacement. The sponsorship support shall be provided for the following reasons:

- i) **Preventive:** Sponsorship support will be provided to a family to enable a child to continue to remain in the biological family (including extended family and blood relatives), continue his/her education. This is an effort towards preventing children from becoming destitute / vulnerable, running away, forced into child marriage, forced into child work etc. The DCPU with the help of its social workers, outreach workers, volunteers as well as the Village

Child Protection Committees shall identify vulnerable families or children for sponsorship support.

ii) **Rehabilitative:** Children within institutions can also be restored to families with sponsorship assistance. On the basis of the Individual Care Plan, an institution shall approach the CWC/JJB to recommend a suitable case to DCPU for rehabilitation through the sponsorship fund. Cases will be reviewed by CWC/JJB before recommending to the DCPU for sanction of sponsorship fund.

7.2. Fostercare

Foster care is an arrangement whereby a child is placed for the purpose of alternate care in the domestic environment of a family, usually on a short term or extended period of time, with unrelated family members for purpose of care and protection. While placing a child in foster care, preference shall be given to those families that share similar cultural, tribal and /or community connection.

The situations under which Foster care can be given will rest on the CWCs based on their assessment of the individual case presented before them.

The foster care shall include group foster care whereby a group of unrelated children are placed with a foster family or under the care of foster care givers in a family like setting who may/may not be having their own biological children.

7.3. Aftercare

The JJ Act, 2015 provides for Aftercare of Children living under the Institutional care vide Section 2(5) and section 46 which mandates that ***“Any child leaving a child care institution on completion of eighteen years of age may be provided with financial support in order to facilitate child’s re-integration into the mainstream of the society in the manner as may be prescribed”***

Sponsorship and Foster Care Approval Committee (SFCAC)

- Every district shall have a Sponsorship and Foster Care Approval Committee to review and sanction sponsorship (for preventive settings only) and foster care fund. The composition of SFCAC is given below:
 - District Magistrate – Chairperson
 - District Child Protection Officer- Member Secretary
 - Protection Officer (Non-Institutional Care)- Member
 - Chairperson/Member, Child Welfare Committee- Member
 - Representative of SAA- Member
 - Representative of a Voluntary Organisation working in the area of Child Protection Member
- The SFCAC shall meet every month

- Total time taken to decide upon a request shall not exceed three months from the date of the receipt of the application.

Criteria for sponsorship

These shall be the following :

- where mother is a widow or divorced or abandoned by family;
- where children are orphan and are living with the extended family;
- where parents are victims of life threatening disease; and
- where parents are incapacitated due to accident and unable to take care of children both financially and physically.

Procedure for sanction and release of funds under the Sponsorship

Program:

- a) The request for sponsorship support for a child in Institutional care can be uploaded on the Vatsalya portal by the Supervisor or DCPU or Child's family.
- b) The request for sponsorship support for a child in other distress conditions can be uploaded on the portal provided by the DCPU or Child's family/ caregivers/ Childline.
- c) The DCPU shall organise the meeting of SFCAC in the first week of every quarter, to consider the requests received. DM may direct to increase the frequency of these meetings, in case of natural disasters or unforeseen situations.
- d) The Orphan, abandoned or surrendered children shall be given preference in consideration, in case they are not legally free for adoption/not adopted in six months
- e) The Committee will recommend eligible children to DM through DCPU
- f) The DM shall give approval based on the recommendation of the Committee or refer the cases for review.
- g) The Committee may review and respond to the observations made by DM.
- h) DM may accept or reject the recommendations.
- i) DM may record reasons in case the recommendation is rejected.
- j) The DCPO shall open a Public Sector Bank/Post Office account in the name of the child, to be operated by the child's guardian, preferably by the Mother.
- k) The DCPO shall also request SCPC for budgetary allocation for non institutional care, giving due justification.
- l) The allocation shall be credited in the Single Nodal Account opened for the Mission at the District level.
- m) DM shall be the competent authority for sanctioning the release of amount from Mission Account to the Children's account
- n) Once sanctioned, the amount shall be credited monthly in the Child's account
- o) The quantum of sponsorship will be of Rs.4000 per month per child
- p) Rs. 500 per month shall be automatically deposited in a fixed deposit, to ensure small savings for the child's future
- q) DCPU may facilitate Child's Health annual checkups from government hospital/Chief Medical Officer of the district and place the same along with home and school enquiry report from a Social Worker or Outreach Worker of the DCPU, before the Sponsorship and Foster Care Approval Committee for review and extension of Sponsorship assistance.

- r) The duration of the sponsorship support shall be decided on a case to case basis by the Sponsorship and Foster Care Approval Committee, and shall not generally exceed three years except under exceptional circumstances. Such cases shall be decided by the DM
- s) The sponsorship support shall be for a maximum of two children in biological family;
- t) The supervision of children and families shall be undertaken by the DCPU and shall include quarterly home and school visits. Assistance of childline can be taken for the said purpose.
- u) All sponsored children of school going age shall regularly attend formal schooling unless under special instances of disability or illness of the child, which shall be verified by the DCPU.
- v) Families receiving sponsorship grant shall have access to counselling support.
- w) If at any point of time the child has to be institutionalized the sponsorship assistance shall be discontinued.
- x) Sponsorship assistance will be suspended immediately, if the school going child is not found to be regularly attending school.

Procedure for sanction and release of funds under the Fostercare Program

- a) The Couples/ Families desirous of fostering a child may apply to DCPU in the prescribed format.
- b) The DCPU may commission a home study report through social worker and background verification by Police. Economic and educational background of the family may also be taken into consideration.
- c) The families may be counselled to explain the responsibilities of fostering a child and assessed regarding their mental preparedness, before they are acknowledged as families suitable for fostering the Child.
- d) Caregiver family may seek financial support in case their annual income is less than the limit prescribed by the Ministry of WCD from time to time.
- e) In case financial support is to be provided, process similar to providing sponsorship support shall be followed.
- f) Children who are unable to get adopted or rehabilitated with biological extended families may be considered for Fostercare.
- g) DCPO shall organise the introductory meeting between the child and prospective foster parents. The arrangement may be activated only if the child is willing to stay with foster parents/families.
- h) The Fostercare arrangements shall be approved by the DM.
- i) DCPU may facilitate Child's Health annual check up from government hospital/Chief Medical Officer of the district and place the same along with home and school enquiry report from a Social Worker or Outreach Worker of the DCPU, before the Sponsorship and Foster Care Approval Committee for review and extension of Fostercare assistance.
- j) The duration of the Fostercare support shall be decided on a case to case basis by the Sponsorship and Foster Care Approval Committee, and shall not generally exceed three years except under exceptional circumstances. Such cases shall be decided by the DM
- k) The supervision of children and families shall be undertaken by the DCPU and shall include quarterly home and school visits. Assistance of childline can be taken for the said purpose.
- l) All Foster children of school going age shall regularly attend formal schooling unless under special instances of disability or illness of the child, which shall be verified by the DCPU.
- m) If at any point of time the child has to be institutionalized the Foster care assistance

shall be discontinued.

- n) Foster care assistance will be suspended immediately, if the school going child is not found to be regularly attending school.

Private Sponsorships: DM may take measures to encourage individuals or Public/Private Sector Organisations to sponsor a child or a group of children or an Institution, partly or completely. Such arrangements shall be subject to stipulations as per the JJ Act and Rules. The account of funds so received may be maintained separately and published on the portal annually.

Note: Model Sponsorship, Fostercare and Aftercare guidelines to be issued by the Ministry of Women and Child Development separately.

CHAPTER 8 - OTHER INITIATIVES UNDER MISSION VATSALYA

A series of new initiatives are contemplated for addressing the concerns related to the Children in India. An illustrative list of activities proposed to be undertaken by the Ministry, is mentioned below:

- a. Conducting a national Child Survey in collaboration with MoSPI (including children with all types of disabilities, as acknowledged by Ministry of Social Justice and Empowerment);
- b. Investing in development, institutionalization and assessment of Child Index
- c. Developing and hosting a uniform portal to maintain database of children;
- d. Supporting SAMVAD centre at NIMHANS and replicating similar Centers in other parts of the Country for providing mental health interventions and capacity building for psycho social support to children and care givers;
- e. Supporting National Child Resource Centre at National Institute of Public cooperation and Child development;
- f. Internship project in collaboration with Academic Institutions
- g. Grading of Child Care Institutions;
- h. Child Protection Awards;
- i. Institutionalising/funding scholarship for higher studies of meritorious Children of Childcare Institutions after 18 years of age;
- j. Projects to address issues of drug de-addiction in children and exploring solutions to ameliorate problems pertaining to street children and child beggars;
- k. Strengthening adoption ecosystem in collaboration with CARA, SARAs and District Magistrates
- l. Gap funding amounting to 20% of project cost, in case of convergent activities;
- m. Investing in experimental/innovative/pilot projects to suit local requirements and partnerships for child protection with Organisations/ Institutions of repute;
- n. Training and Capacity building of Stakeholders (including Care givers in CCIs, Central, State and District Child Protection Units, Panchayat Network, Block & Village level Child protection Units, Police, legal fraternity, Media professionals etc),
- o. Advocacy & IEC activities; and
- p. Research and documentation etc.

Child Survey:

It is necessary to map the needs of children through a periodic survey, so as to ensure suitable response in terms of policy, programmes or projects. India is the land of diversity in terms of geoclimatic conditions, economical conditions or socio-political & cultural variations. Children are directly impacted by these parameters. However, being minors, they don't have the scope to communicate or contribute to the realm of policies affecting their lives. Hence, it is essential to initiate periodical surveys focused on mapping the needs of children and assessing their vulnerabilities. The survey reports will provide necessary insight for topical interventions and course correction in terms of legal remedies, policies or programmes.

The survey is proposed to be designed and implemented in convergence with Ministry of Statistics and Programme implementation at interval of three years.

Measures for Child Participation:

Children should be provided safe and friendly spaces within their immediate environment to express their views, concerns and aspirations. While Child Survey is expected to reach out to children for assessing their needs and Childline engages with them during outreach exercises, it is necessary to provide ample opportunity to children for sharing their fears and opinions. Efforts will be made in conjunction with Department of School Education and Learning to create interaction protocols.

A peer review of Child Care Institutions by School children shall also be introduced, in order to review the facilities in Shelter homes through age appropriate lens. It will also help inculcate empathy and understanding in children and help them become better human beings.

Mission Vatsalya also envisages offering 'Vatsalya' Portal for crowd sourcing of information, ideas, knowledge and perspective from Children amongst others. The portal shall provide platform for two-way information exchange between the policy makers and children.

National Child Resource Centre:

The National Child Resource Centre within NIPCCD will be strengthened for complimenting the Mission by way of providing technical inputs and facilitating academic research on issues concerning children.

The centre will coordinate with relevant subject experts within NIPCCD or across academia, to provide the required support to MWCD. It will mobilize and leverage additional technical support as needed to respond to the emerging needs of the Ministry. It will be managed by a full-time Executive Director and a core team of technical experts who will be responsible for ensuring that requested technical support is provided to the centre and states as needed in a timely manner to facilitate effective program implementation.

Community Participation:

Prevention of violence is integral to the development of a Child Protection. A nationwide multi-media **campaign for prevention of violence against children** shall be designed by the Ministry. The campaign will be for generating awareness, engaging communities, empowering children and their caregivers.

Initiatives for Psycho social care :

Mental health of all children, especially those in distress conditions is a major concern. Not only children, but their care givers also need counselling support during the course of engagement with these children. However, the acute shortage of psycho-counselling care facilities delays relief and prospects of mainstreaming of the children in need of care and protection as well as children in conflict with law. It is proposed to facilitate counselling through engagement with apex medical health institutions in the country for building capacities in psycho-social counselling care which is necessary for both children as well as care givers. The Ministry has launched SAMVAD centre under a project in collaboration with NIMHANS. The Centre has successfully reached out to approximately 50,000 people for capacity building through virtual knowledge network facilities. Mission Vatsalya aims to further

expand the initiative by engaging with other suitable Institutions and leveraging the experience/learning's from SAMVAD.

Convergence of Efforts to harness Synergy:

As mentioned in the previous sections of this document, while sincere efforts are being made under numerous schemes and programmes at the level of State and Centre and considerable financial investment is made, intended results are not achieved for want of synergy. Mission Vatsalya aims to pursue convergence of schemes to ensure desired outcomes in terms of Child development while optimizing investment. An illustrative convergence matrix is at **Annexure - I**.

Child budgeting:

Mission Vatsalya takes cognizance of the fact that a large number of schemes are being implemented for people, irrespective of age or gender. However, since the facilities or services are created with an adult perspective, they are often unable to complement the need of children. For example, the drinking water taps in public places are mostly at a height not suitable for children. As a result, a considerable number of young beneficiaries are unintentionally deprived of the services.

It is necessary to have a child sensitive orientation while building public facilities or providing common services. Under Mission Vatsalya, all the Ministries, departments and States shall be pursued to adequately invest for children under their schemes and maintain a child sensitive disposition while designing the programmes.

Building parenting capacities:

The support and care for a child begins with her parents. It is essential to make them aware, provide right training and empower them to ensure holistic development of child. Under Mission Vatsalya, special focus will be on building capacities of parents to support right development and cognitive stimuli needed for children before they go to school. IEC material shall be developed in collaboration with SAMVAD, NIMHANS, and other experts, which shall be disseminated through media for awareness generation amongst parents and families. Through AWCs, the information regarding importance of breastfeeding, supplementary nutrition etc. along with ECCE will be provided for lifelong development.

Interventions for children in urban areas

According to Census 2011, 135.5 million children and adolescents (0 - 19 years) reside in urban areas, making up 35.9% of the urban population. Urban areas are believed to be better developed with better infrastructure and more educational opportunities available to children and adolescents. However, with rapid urbanization and increasing slum population, urban children are also facing increased vulnerabilities. Inequality and lack of access to better resources are also compounding these problems. The District Magistrate shall coordinate and converge the efforts in collaboration with all relevant departments and Urban Local bodies. Contextualised plan may be devised for tackling the challenge of high burden pockets and migrated population, street children and child beggary. Childline services may be expanded to cover such areas, railway stations and bus stands for outreach and support.

National Child Index:

To monitor the progress on various parameters, it is proposed to develop a National Child Development Index combining key performance indicators on Health, Nutrition, Education and Safety, inter alia . The Index will be aligned to SDG targets and indicators. With the help of the Index, performance of various Districts, States and UTs will be evaluated and specific needs/areas will be identified for designing targeted interventions.

Capacity building of functionaries and citizens

Capacity building of all functionaries will be undertaken via regular training programmes. The modules shall be prepared by the Ministry in consultation with BPR&D, NALSA and NIMHANS along with subject experts . The training will be delivered through online and offline medium in a time bound manner.

Lal Bahadur Shastri National Academy of Administration (LBSNAA) and other premier national and State training Academies shall be approached for capacity building of multiple stakeholders for strengthening implementation of the Juvenile Justice Act in India

Additionally, citizen sensitisation will also be an important component of the Mission to promote community ownership and ensure sustainable implementation of the Mission.

Procedure for funding innovative Projects under Mission Vatsalya:

- a) The Ministry may approve maximum ten innovative projects in a year, not exceeding Rs. 5 crore each.
- b) The Ministry may invite proposals from States/Districts for innovative solutions to regional/local/contextual issues impacting children adversely. The last date for receiving the proposals may be 31st January.
- c) The proposals may be innovative in approach but may fall within the overarching objectives of the Mission. They may be outcome oriented and aim to develop a model for addressing specific issues.
- d) A Committee as proposed below may be institutionalised to examine the proposals:
 - i. Secretary , WCD: Chairperson
 - ii. AS& FA: Member
 - iii. JS(CW): Member
 - iv. Subject expert : Member
 - v. Director(CW): Member Secretary
- e) The Committee may examine and approve the best proposals by 15 March every year;
- f) Preference may be given to Aspirational districts and districts with maximum crime against children or Districts with maximum crime by children;
- g) The Ministry may also commission projects from premier academic Institutions or Government agencies on any of the subject mentioned above or any other issue concerning children;
- h) Funds may be released in two equal instalments; and
- i) The project may have a life cycle of two year's preferably. The project life may be extended by a year, with the approval of the Project sanctioning committee.

CHAPTER 9 - CHILD HELPLINE UNDER MISSION VATSALYA

The Mission Vatsalya in partnership with States and Districts will execute a 24x7 helpline service for children as defined under the JJ Act, 2015, as amended in 2021. In the event of child meriting assistance on ground, district child helpline partner shall reach out to the child immediately. The Child Helpline under Mission Vatsalya shall be run with improved coordination with State and District functionaries and integration with 112 helpline of MHA.

Note : The detailed Standard Operating Procedures (SoPs) on Child Helpline will be issued separately.

CONVERGENCE MATRIX

1. Intra Ministry Convergence

Sl. No.	Scheme	Convergent activities
1.	Mission Saksham	<ul style="list-style-type: none"> • To harness the strength of AWS for ground level outreach and connect • Collection of baseline data regarding Children in need of Care and Protection including orphan children and children with single parent
2.	Mission Shakti	<ul style="list-style-type: none"> • For advocacy regarding gender sensitization under Beti Bachao Beti Padhao/ Samarthya • Linkages with Shakti Sadan and Working Women Hostels for smooth transition of girls leaving Child care Institutions (CCIs) after 18 years of age • For supporting /rehabilitating young girls (below 18 years) in need of care and protection under Institutional/non institutional care
3.	CARA	<ul style="list-style-type: none"> • Facilitation of adoption through awareness, advocacy and support to SARAs

2. Inter Ministry Convergence

Sl. No.	Scheme/Ministry	Convergent activities	Convergent Action
1.	Ministry of Social Justice and Empowerment, D/o Social Justice and Empowerment	<ul style="list-style-type: none"> Provision of de-addiction intervention available under Drug de-addiction scheme, in CCI's funded under Mission Vatsalya Including Orphan abandoned or surrendered children under scholarship scheme 	<ul style="list-style-type: none"> To roll out the drug de-addiction activity in the CCI's concerned Inclusion of orphan, abandoned, or surrendered children under scholarship scheme. Online Monthly report to be submitted alongwith physical quarterly reports
2.	Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment	Convergence of support under Deendayal disabled rehabilitation Scheme within Child Care Institutes funded under Mission Vatsalya for disabled children	<ul style="list-style-type: none"> Extending benefits of the Deendayal disabled rehabilitation Scheme to the children in CCI's Online Monthly report to be submitted alongwith physical quarterly reports
3.	Ministry of Skill Development and Entrepreneurship	Vocational training of children living in Child Care Institutes /non-institutional care under PM Kushal Vikas Yojna & other schemes	Integrate Skill Development to children in CCI's & in non-institutional care by giving them orientation, information and registering them for skill development courses. Online Monthly report to be submitted alongwith physical quarterly reports
4.	Department of School Education and Literacy, Ministry of Education	Education of children living in CCI's under Sarva Shiksha Abhiyan	Ensure Enrolment of children living in CCI's in schools. Online Monthly report to be submitted alongwith physical quarterly reports
5.	Bureau of Police Research and Development (BPR&D), Ministry of Home Affairs	Capacity building of Duty bearers	<ul style="list-style-type: none"> Training Calendar to be developed by BPR&D and training to be imparted to functionaries of Mission Vatsalya in collaboration with NIPCCD Regular Quarterly physical reports to be submitted.
6.	National Legal	Capacity building of Duty	Training Calendar to be

	Services Authority (NALSA), Ministry of Law	bearers	developed by NALSA/ SLSA/ DLSA and training to be imparted to functionaries of Mission Vatsalya Regular Quarterly physical progress reports to be submitted.
7.	Ministry of Health and Family Welfare (Child Health Division)	<ul style="list-style-type: none"> • Health coverage to children under Ayushman Bharat • Convergence with Rashtriya Kishore Swasthya Abhiyan for awareness generation and interventions for children in Child Care Institutes • Coordination with premier Institutions for Mental health interventions 	<ul style="list-style-type: none"> • To provide AB PM-JAY Card to each child to provide health insurance coverage upto Rs. 5 Lakhs. • Services of Medical Officer (Physician) in CCIs as per JJ Rules including Individual Care Plan and Paediatrics services • Administer vaccination to all children of CCIs • Hold regular RKSK health check-ups and counselling for children in CCIs • Online Monthly report to be submitted alongwith physical quarterly reports
8.	Ministry of Corporate Affairs	Incorporating “investment for child welfare” under CSR guidelines	To promote CSR activities in CCIs alongwith strengthening non-Institutional care
9.	Ministry of Statistics and Programme implementation	Survey for vulnerability assessment	Conducting National Child Survey in collaboration with MWCD
10.	Ministry of Home Affairs	<ul style="list-style-type: none"> • Prevention and protection of children from violence and abuse • Collaboration for restoration of children across States • Information convergence for tracking missing children 	<ul style="list-style-type: none"> • Training and capacity building of Special Juvenile Police Units • Integration of Childline Services with MHA 112 ERSS • Improved convergence and coordination for tracking missing children.
11.	Ministry of External Affairs	<ul style="list-style-type: none"> • Collaboration for restoration of children across International borders 	<ul style="list-style-type: none"> • Standard Operating Procedures to be followed for repatriation and restoration of children across International borders
12.	Department of Justice, Ministry of Law and Justice	<ul style="list-style-type: none"> • Establishing Fast track Courts and • Ensuring adequate human 	Quarterly physical reports to be shared with MWCD.

		resources in Courts for early disposal of cases	
13.	Ministry of AYUSH	<ul style="list-style-type: none"> • Collaboration for inculcating healthy lifestyle practices in children living in Child Care Institutes or under non Institutional care • Linkage of Child Care Institutes with AyushCenters for nutrition supplements 	<ul style="list-style-type: none"> • Develop calendar of activities to be conducted in CCI's to link Ayush Centres for overall wellbeing. • Regular Quarterly physical reports to be submitted.
14.	Ministry of Electronics & Information Technology	<ul style="list-style-type: none"> • For extending digital literacy in Child Care Institutes through MeITY's schemes • To develop and maintain Child portal 	<ul style="list-style-type: none"> • Develop calendar of activities to be conducted in CCI's for digital literacy. • Regular Quarterly physical reports to be submitted.
15.	Ministry of Panchayati Raj	<ul style="list-style-type: none"> • Develop Gram Panchayats to become Child-Friendly Panchayats to enable the exercise of child rights 	<ul style="list-style-type: none"> • Organise Bal Panchayat. • Allot budget to facilitate Block and Village Level Child Protection Committees
16.	Ministry of Labour & Employment	<ul style="list-style-type: none"> • Under NCLP Scheme, the child labourers rescued from work, are produced before the Child Welfare Committee of Ministry of Women and Child Development. 	SOP may be developed to mitigate child labour incidences and to rehabilitate child labourers as per National Child Labour Project Scheme to be merged with Samagra Shiksha Abhiyan of M/o Education

3. Convergence with States/ UTs

Sl. No.	State	Activity
1	Department of WCD or Department of SJE	<ul style="list-style-type: none"> • Implementation of Scheme as per guidelines • Securing convergence with other departments
2	State Police	To ensure prevention and protection from violence against children
3	State Finance	Preparation of Child Budget

4. Convergence with Corporate Organisations

Sl. No	Agency	Activity
1.	Private Organisations	<ul style="list-style-type: none">• Sponsoring Infrastructure support• Giving apprenticeship opportunities to children after 18 years• Campus placement activities in Child Care Institutes• Sponsoring higher education• Supporting Aftercare Homes
2.	Public Sector Organisations	<ul style="list-style-type: none">• Internship opportunities• Scholarships for higher education

5. Convergence with International Organisations

Sl. No.	Agency	Activity
1.	UNICEF	<ul style="list-style-type: none">• Capacity Building of stakeholders• Research and documentation
2.	Asian Development Bank (subject to due process)	<ul style="list-style-type: none">• Development of indices, ECCE curriculum• Upgradation of Child Care Institutes and Anganwadis• Capacity building of Anganwadi workers, Child Care Institutes functionaries, CARA officials• Technical assistance for monitoring, evaluation, public awareness, surveys, research and any thought leadership