



**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF CHILD RIGHTS & TRAFFICKING, WEST BENGAL &
STATE CHILD PROTECTION SOCIETY, WEST BENGAL
SAISHALI, 3rd FLOOR, SALT LAKE CITY,
SECTOR – I, KOLKATA 700 064**

No.: 77(22)/CRT-WB

Date: 18.01.2021

To
District Magistrates (All Districts except Kolkata)

Sub: Regular Inspection of all CCIs including SAAs

Sir,

This is to inform you that in respect of revelations on visits conducted by Teams from the State to different Child Care Institutions including SAAs in West Bengal regular fortnightly visits to all Child Care Institutions including Specialized Adoption Agencies of your district – both Government run & NGO run, may immediately be initiated from your end to ensure smooth functioning of the institutions as per provisions of relevant Rules & Regulations. During the visit following issues may be observed in detail and if any Gaps/ Limitations are identified those should be addressed immediately. Follow-up visit should ensure necessary actions taken on the issues addressed in the previous visit to the Institution. All gaps found should be properly documented and a collated/ compiled copy for the entire district of the same be forwarded every month to this end for further actions. It may be noted that the objective of these visits is to facilitate the CCIs/ SAAs so that children residing there get better service.

1. Issues related to security

- a. **Inspection of Registers** – Gate Register and Attendance Register of Care Givers. The entry in the Register should tally with CCTV Footage.
- b. **CCTV** - Number CCTV installed, uncovered zone functioning, status of AMC, Monitoring roster and register etc should be reviewed.
- c. **Guarding staff/ Security Agency** : Number of guards/ security , their duty hours, change of duty etc may be reviewed.

2. Service Delivery :

- a. **Food & Nutrition** – Quality, Adequacy and timely distribution of food as per Diet Chart duly displayed should be checked and deviations to be noted. Stock Registers for procurement of all items provided to inmates as food should be updated and data recorded therein should be reconciled with food provided to inmates.
 - b. **Provision of Proper Garments including under garments.** Children should be interacted to find out whether they have received proper garments, under garments and winter clothing ,socks etc . Trunks/ Storage Bins/ Lockers of children may also be checked.
 - c. **Provision of Beddings** – Provision of proper bedding cushions, linens, Pillows with Pillow Covers, Blankets with covers is to be ensured.
- 3. Health & Hygiene** – Cleanliness of Bathrooms & Toilets are to be inspected and documented along with adequate supply of sanitary napkins (in case of CCIs housing female inmates only). Toilets & Bathrooms are to be cleaned regularly. The process of proper disposal of these napkins is to be inspected. Health Check-up of all inmates is to be documented in updated Health Cards in the name of each inmate and is to be inspected for regularity for such check-ups.

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4. **Physical & Mental Health** – Regular counseling & updating of Individual Care Plan of each child on determination of his/her state of physical and mental health should be properly documented and as such these documents are to be checked and all deviations/ serious things to be documented and addressed.
5. **Grievance Redressal** – Complaints & Suggestion Box is to be installed in each CCI and accessibility of inmates to these must be ensured. Superintendent/ Person-in-Charge of the CCI should regularly check whether any such documents submitted by inmates and take all necessary steps to redress such complaint/ grievance or suggestion in the Home Management Committee Meetings. Regular Children's Committee Meetings should be held and properly documented and steps taken accordingly as per resolutions taken in such meetings.
6. **Restoration & Rehabilitation** – Status of completion of SIRs in due time by the CCI if ordered by CWC is to be inspected.
7. **Formal Education** – Registration of all eligible inmates in Formal Education system and inclusion of CWSN in the system.

Issues listed above are only indicative and not exhaustive. I may request you to arrange for visit of CCIs and SAAs immediately to find out Gaps. A monthly report in the following format please be sent to us.

Sl No.	Name of the CCI	Number of Children	Gaps identified	Action Taken
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Yours faithfully

Director, Child Rights & Trafficking
West Bengal

No.: 77(22)/1(126)/CRT-WB

Date: 18.01.2021

Copy forwarded for information to:

1. Secretary of the Government of West Bengal in the Department of WCD and Social Welfare, BikashBhavan, North Block (10th Floor), Salt Lake, Kolkata – 700091
2. Additional Director, CRT, West Bengal, Shaishali, 3rd Floor, Salt Lake, Kolkata - 700064
3. Shri Supriya Sarkar, Deputy Director, in charge of Kolkata DCPU
- 4.-25 District Social Welfare Officer (All Districts except Kolkata)
- 26.-44 Superintendent/ Person-in-Charge, _____ All Government run CCI/SAA
- 45.-67. DCPU (All Districts)
- 68.126. Secretary, _____ All NGO run CCIs/SAs

Director, Child Rights & Trafficking
West Bengal