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Government of Himachal Pradesh
Department of Social Justice & Empowerment

05-X-16
No-SJE-A-F(2)-11/2016

Dated: Shimla-02

5th October
September, 2016

NOTIFICATION


In supersession of "Mukhya Matri Bal Udhhar Yojna-An Integrated Scheme for children in need of Care, Protection and rehabilitation", the Governor Himachal Pradesh is pleased to re-notify the scheme namely "Mukhya Mantri Bal Udhhar Yojna-2016" for providing of free boarding lodging, clothing, medical, educational facilities to the children from Class-I to 10+2 standard who are in need of care, protection and rehabilitation as defined in the Juvenile Justice (Care & Protection of Children) Act, 2015 as per Annexure "A" with immediate effect.

By Order

ANURADHA THAKUR
Secretary(SJ&E) to the
Govt. of Himachal Pradesh

Endst. No. As above Dated: Shimla-171002, the 5th October, 2016.
Copy forwarded for information and necessary action to:-

1. All the Administrative Secretaries to the Govt. of H.P.
2. All Heads of Department in Himachal Pradesh.
3. All the Deputy Commissioners in Himachal Pradesh.
4. The Principal Private Secretary to the Hon'ble Chief Minister, H.P.
5. The Director, WCD, Cedar Home, Brent Wood Estate, Shimla-01.
6. All District Programme Officer/Child Development Project Officers in Himachal Pradesh through the Director (WCD).
7. The Controller, Printing and Stationary, H.P. Shimla-05 for publication in the Rajpatra.
8. Guard File.


(Ramesh Kumar Gupta)
Deputy Secretary (SJ&E) to the
Government of Himachal Pradesh

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Mukhya Mantri Bal Udhar Yojna-2016
Integrated scheme for the children in need of care, protection and
rehabilitation

Introduction

Department of Social Justice and Empowerment through its Directorate of Women and Child Development has been striving hard to ensure that children in need of care and protection or conflict with law are adequately taken care of and provided with the necessary care, protection and support.

Mukhya Mantri Bal Udhar Yojna was introduced in the year 2006-07 as a consolidated scheme with the view to provide all what is required to such children to bridge existing gaps in the ongoing scheme for children who are in need of care, protection and rehabilitation.

The Government of India introduced Integrated Child Protection Scheme in the year 2009, the implementation of which started in the State of Himachal Pradesh in the year 2012. Integrated Child Protection Scheme is based on the cardinal principals of "protection of child rights" and "best interest of the child" and aims at creating a system that will efficiently and effectively protect children in difficult circumstances, and also reduce their vulnerabilities to situations and actions that lead to abuse, neglect, exploitation, abandonment and separation of children from their families.

The Government of India also revised Juvenile Justice Act 2000 in the year 2015. The Government of India enacted the Juvenile Justice (Care and Protection of Children), Act in the year 2000 to provide protection to the children. This Act was amended in the year 2006 and further in the year 2011. However, a new comprehensive legislation called the Juvenile Justice (Care and Protection of Children) Act 2015 was brought about to ensure proper care, protection, development, treatment and social reintegration of the children in difficult circumstances.

All the children homes in Himachal Pradesh have been brought under the purview of Juvenile Justice (Care and Protection of Children) Act 2000 and are being run as per the provision of Mukhya Mantri Bal Udhar Yojna. Detail of existing children homes is attached as **Annexure-A**.

However, after the implementation of the centrally sponsored Integrated Child Protection Scheme and coming of Juvenile Justice (Care and Protection of Children) Act 2015, need for revising Mukhya Mantri Bal Udhar Yojna was felt.

The main objective of this scheme is to supplement Integrated Child Protection Scheme (ICPS) by providing free boarding, lodging, clothing, medical, educational facilities to the children from class-1 to 10+2 standard to the children in need of care, protection and rehabilitation as defined in Juvenile Justice (Care & Protection of Children) Act, 2015. The scheme also aims to provide career counselling, higher education

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(vocational and academic) even after the children have left these homes by bearing the expenditure in this regard. Job placements will also be arranged in private organizations / companies to facilitate their rehabilitation.

The role of the State in respect of such children is required to be that of a foster parent who not only cares for their subsistence but also has concern for the future lives of the children and is keen on getting these children settled in life. It is hoped that the Mukhya mantra Bal Udhar Yojna 2016 will achieve the same in spirit.



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Chapter-I

**Running of Bal/Balika Ashram
(Children from Class-I to Class-X)**

Proposed Provision (Children from Class-I to Class-X)	
<p>1.1 Aims and Objectives:- The main purpose of the scheme is to supplement Integrated Child Protection Scheme (ICPS) by providing free boarding, lodging, clothing, medical, educational facilities to the children from Class-I to Class-10, who are in need of care, protection and rehabilitation as defined in para 1.2 of this scheme.</p>	
<p>1.2 Eligibility:- 1) All children declared by the Child Welfare Committee as "children in need of care and protection" as defined under Section 2(14)(i to xii) of the Juvenile Justice (Care and Protection of Children) Act, 2015, which defines a child in need of care and protection" as a child:-</p> <p>i). who is found without any home or settled place of abode and without any ostensible means of subsistence; or</p> <p>ii). who is found working in contravention of labour laws for the time being in force or is found begging, or living on the street; or</p> <p>iii). who resides with a person (whether a guardian of the child or not) and such person-</p> <p>a). has injured, exploited, abused or neglected the child or has violated any other law for the time being in force meant for the protection of child; or</p> <p>b). has threatened to kill, injure, exploit or abuse the child and there is a reasonable likelihood of the threat being carried out; or</p> <p>c). has killed, abused, neglected or exploited some other child or children and there is a reasonable likelihood of the child in question being killed, abused, exploited or neglected by that person; or</p> <p>iv). who is mentally ill or mentally or physically challenged or suffering from terminal or incurable disease, having no one to support or look after or having parents or guardians unfit to take care, if found so by the Board or the Committee; or</p> <p>v). who has a parent or guardian and such parent or guardian is found to be unfit or incapacitated, by the Committee or the Board, to care for and protect the safety and well-being of the child; or</p> <p>vi). who does not have parents and no one is willing to take care of or whose parents have abandoned(or surrendered) him or</p> <p>vii). who is missing or run away child, or whose parents cannot be found after making reasonable inquiry in such manner as may be prescribed; or</p> <p>viii). who has been or is being or is likely to be abused, tortured or exploited for the purpose of sexual abuse or illegal acts; or</p>	

- ix). who is found vulnerable and is likely to be inducted into drug abuse or trafficking; or
- x). who is being or is likely to be abused for unconscionable gains; or
- xi). who is victim of or affected by any armed conflict, civil unrest or natural calamity; or
- xii). who is at imminent risk of marriage before attaining the age of marriage and whose parents, family members, guardian and any other persons are likely to be responsible for solemnisation of such marriage.

(2). An abandoned children where the:-

- i) Whereabouts of parents are not known.
 - ii) Children whose parents are undergoing imprisonment and;
 - iii). A child whose father is dead and mother has contracted another marriage.
- 3). A child found in need of care and protection for any reason to the satisfaction of Director Women and Child Development.

1.3 Procedure for admission:-

A. Any child in need of care and protection will have to be produced before the Child Welfare Committee by any of the following:-

(i). Any police officer or special juvenile police unit or a designated Child Welfare Police Officer or any officer of District Child Protection Unit or inspector appointed under any labour law for the time being in force;

(ii) Any public servant;

(iii) Child line Services or any voluntary or non-governmental organization or any agency as may be recognised by the State Government;

(iv) Child Welfare Officer or Probation Officer;

(v) Any Social Workers or a public spirited children;

(vi) By child himself or

(vii) Any nurse, doctor or management of a nursing home, hospital or maternity home.

B. The Child Welfare Committee under section 37 of the JJ Act, 2015, on being satisfied through the inquiry that the child before the committee is a child in need of care and protection will pass the following order:-

- (i) Declaration that the child is in need of care and protection.
- (ii). Placement/ admission of the child in Children's Home, keeping in mind the capacity of the institution for housing such children.

C. If any child in need of care and protection, does not fall under any category as defined in JJ Act, 2015 then application in prescribed format, duly recommended by concerned Deputy Commissioner will be forwarded to the Director, Women and Child Development for approval/ issuing necessary order for granting admission in the Ashram/ Home.

1.4 Reception of Children:-

- (i) On the receipt of placement / admission orders from the Child Welfare Committee, the Superintendent / Officer-in-Charge shall get the child medically examined at the nearest

Govt. hospital. On receipt of medical fitness and a certificate that the child is free from all contagious diseases, the child would be admitted in the Bal/Balika Ashram/Children Home for the period as prescribed in the order subject to the condition that he has a conducive and harmonious/ disciplined behaviour. In the event of creating indiscipline or propelling unhealthy practices in the Bal/Balika Ashram/Children Home, the Superintendent will bring the matter to the notice of Child Welfare Committee/ JJ Board to order appropriate remedial measures.

(ii) The Superintendent shall be responsible for maintaining a case history file with a photograph of the child on the prescribed form in Form XX of JJ Rules, 2007. It will be the responsibility of counsellor to keep profile of every child separately. Individual care plan on form No. XXI in r/o every child will be maintained in the Ashram as per Rule 54(1)(o) of the JJ rules, 2007.

(iii). The Superintendent shall provide accommodation, clothing, bedding, utensils, medical facilities as per minimum standards prescribed in Juvenile Justice Act/ Rules. Clothing, bedding, toiletries etc. will be provided as per Schedule I, read with Rule 41 and Nutrition and Diet Scale will be followed as per Schedule-II, read with Rule 44 of the Juvenile Justice (Care & Protection of Children) Rules, 2007.

(iv). The Child shall be admitted in the nearby Government school for education. One set of books and stationery as per the requirement shall be issued to each child.

(v). The Superintendent shall work out a schedule of orientation talk for the newly admitted children on the following points:-

- (a) Interpretation of rules & regulation.
- (b) Health, sanitation, hygiene.
- (c) Institutional discipline and standards of behaviour, respect for elders, teacher etc.
- (d) Self improvement opportunities.
- (e) Responsibilities, obligation towards other children etc.

(vi) An overall study of child admitted shall be undertaken through following:-

- (a) Interviews and collection of social history.
- (b) Observation in activity and in groups.
- (c) Medical report.
- (d) I.Q. tests, vocational aptitude tests etc in consultation with experts where necessary.

(vii) The children shall be provided with balanced nutrition as per dietary scale prescribed in Schedule II of the JJ Rules, 2007.

1.5 Daily Routine:-

(i). The Superintendent shall fix daily routine in order to ensure uniformity, maintenance of disciplined performance of inmates as well as staff members and also display on the notice board.

(ii). The daily routine of an institution will be linked with the school timings and other vocational and recreation activities.

(iii). Time schedule of daily routine will be adjusted to the seasonal changes and climatic conditions.

(iv). Timing for operations like washing, bathing etc. will be fixed in accordance with the available facilities and number of children in institution.

(v). The chain of daily routine will be clearly defined so that the personnel in-charge of various operations may know their responsibility and work in coordination.

(v). The routine for Sundays and holidays will be well defined because such routine is helpful in maintaining good institutional management and discipline.

(vi). The broad outline of daily routine has been prescribed at **Annexure-B**. The daily routine will be adopted subject to modification to suit local conditions.

(vii). The Superintendent will form cultural houses for cultural, sports activities etc. and also

form committees of children so as to make them responsible for the management of mess, sanitation, cleaning of building and open spaces, garden etc.

1.6 Providing of Elementary & Secondary Education

All the children shall be admitted in the nearest Government run schools for education upto class-10. One set of text books and stationery as per requirement shall be provided to each inmate. The concerned District Programme Officer shall arrange special classes for yoga, meditation, moral education etc. through the NGOs/ registered societies on voluntary basis. In case voluntary services are not available, they will be arranged by the District Programme Officers for short term and part-time basis with the prior approval of the Director, Women and Child Development.

1.7 Health Check-up

Arrangements shall be made for periodic health check-up at least on quarterly basis or more frequently and also for treatment of ailing inmates. Health card shall be maintained in respect of each inmate and his/her state of health will be entered therein at the time of each check-up. Medicines to the ailing children would also be arranged/ provided as per prescription of Medical Officer of concerned Civil Dispensary/ Hospital. Individual Care would be made for all children.

1.8 Libraries and recreational facilities

Every Bal/ Balika Ashram/Children Home shall maintain a library for the children where the reading material other than text books including English and Hindi News papers shall be made available for the children. The institution shall provide playing material for at least four indoor games and four outdoor games, keeping in view the availability of indoor and outdoor space.

1.9 Participation of children in day to day working

The Superintendent / Officer-in-Charge shall constitute Committees of children and make them participate in management of food, games, and recreational activities with the help of staff of the Bal/Balika Ashram/Children Home. The inmates shall be trained in cooking, knitting, washing cloth and ironing thereof. The inmate shall also be trained in domestic activities so that they are able to look after themselves after leaving the institution.

1.10 Cultural activities

The children in the Bal/Balika Ashram/Children Home shall be divided into two to four different cultural groups (Houses), keeping in view the strength/ number of children in the home, which will consist of children of all age groups in the Bal/Balika Ashram/Children Home.

Inter-House / Intra-Ashram Competitions in activities like debates/paper reading contests on the topics of religion/moral values/health awareness/personal hygiene/life stories of national leaders/cultural heritage of India and Himachal Pradesh/principle of ahimsa with special reference to avoiding cruelty to animals/conservation of natural resources with special reference to preservation of trees etc. will be organized on the weeks' end.

Besides above Inter-House / Intra-Ashram competitions will be organized in sports and cultural activities on 2nd Saturday of every month.

The above activities are aimed at generating leadership qualities in the children. It would also inculcate a spirit of completion in children. It will improve the psychological status of children, besides adding moral values in the attitudes of children.

1.11 Staff pattern

The existing posts of Bal/ Balika Ashram-cum-Children Homes will be re-designated on the ICPS guidelines / nomenclature. Director, Women and Child Development will be

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competent to re-designate the existing posts keeping in view their present class and job responsibilities and number of posts allowed under ICPS. Re-designation of posts will continue till Integrated Child Protection Scheme (ICPS) continues to be funded from Government of India. If needed, existing staff of Bal/ Balika Ashram will also be rationalized on ICPS guidelines. After re-designation / rationalization, the staff position in each Ashram having inmate capacity upto 50 children will be as under:-

- | | |
|--|----|
| 1. Superintendent (Officer-in-Charge) | -1 |
| 2. Warden-cum-Housemother/Housefather | -2 |
| 3. Clerk/ Sr. Assistant-cum-Storekeeper-cum-Accountant | -1 |
| 4. Cook | -1 |
| 5. Aaya/ Warder-cum-Helper | -2 |
| 6. Peon/ chowkidar-cum-Housekeeper | -1 |
| 7. Sweeper | -1 |

Additional staff for Ashram of higher capacity would be sanctioned after completion of due procedure and formalities, and in consultation with Finance Department.

Salary of the existing staff will continue to be paid in existing pay-scales or as notified by the Government from time to time. The staff appointed on fixed salary will also be paid as notified by the Government from time to time. Duties of the above staff would be as defined in JJ Rules, 2007 or as ordered by the Director, Women and Child Development from time to time.

1.12 Training of staff

The Director, Women and Child Development shall ensure that the staff of the Bal / Balika Ashrams-cum-Children Homes and Shishu Greh are provided training and refresher courses from time to time.

1.13 Relaxation

The Director, Women and Child Development may relax any provision of these guidelines, where he/she is satisfied that it would not violate the provisions of Juvenile Justice Act 2015/ Juvenile Justice Rules, 2007 and it would be in the public interest or in the interest of children to do so, provided that all such order shall be made in writing after recording reasons for such relaxation.

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Chapter-II

Establishment of Designated Institutions for Providing Secondary / Senior Secondary Education

Proposed Provision
Establishment of Designated Institutions for Providing Secondary / Senior Secondary Education (Class-IX to Class-XII)
2.1 Designating Ashrams for providing Senior Education to Children 1. Keeping in view the better infrastructural facilities, better career counselling/ vocational training/ coaching available in Shimla, the following institutions will be designated for providing education from Class-IX to XII:- i) Bal Ashram Tutikandi (Shimla) for boys. ii) Balika Ashram Mashobra (Shimla) for girls). This home is temporarily being run at Arki (Solan District). After construction of new building at Mashobra, the Ashram will be shifted to Mashobra. 2. No Ashram except the ones mentioned in 2.1(1) shall keep a child beyond Class X so that he/ she can take advantage of all possible opportunities available in the Ashrams mentioned in 2.1(1) 3. This section will not be applicable to Bal/ Balika Ashram Killar (Pangi) keeping in view the tough topography of the area, where children from class I to XII will be allowed to stay.
2.2 Eligibility a). Former inmates of departmental/NGOs run Bal/ Balika Ashram-cum-Children Homes who have passed Class-VIII or Class-X examination.
2.3 Procedure for admission (i). After completion of educational session, all the Superintendents/ In-charge of Departmental/NGO run Bal/Balika Ashrams will send the information of inmates on the prescribed format Annexure-C who have passed Class-VIII or class-X examination (as the case may be) alongwith recommendations of Child Welfare Committee to Director, Women and Child Development for transfer/ admission of inmates to Bal/Balika Ashram Tutikandi (Shimla)/Mashobra (Shimla). ii). The Director, Women and Child Development shall be the competent authority to grant admission to children in these Bal/Balika Ashrams/ homes with the recommendation of Child Welfare Committee.
2.4 Reception of Children As prescribed in Chapter-I, Para 1.4
2.5 Daily Routine As prescribed in Chapter-I, Para 1.5
2.6 Providing of Senior Secondary Education. All the children, who are admitted as per para 2.1, shall be enrolled in the nearest Government run Schools for education upto Class-XII. One set of text books and stationery, as per the requirement, shall be supplied to each inmate. The concerned District Programme Officer will arrange special classes for yoga, meditation, moral education through the NGOs/registered societies on voluntary basis. In case, NGOs/ registered societies are not



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available to provide volunteer services, the District Programme Officer shall formulate a plan to provide the same and submit it to Director, Women and Child Development. The Director, Women and Child Development will approve the same after completing all codal formalities and in consultation with Finance Department.

2.7 Health Check-up

As prescribed in Chapter-I Para 1.7

2.8 Libraries and recreational facilities

As prescribed in Chapter-I Para 1.8

2.9 Participation of Children in day-today working

As prescribed Chapter-I Para 1.9

2.10 Cultural activities

As prescribed in Chapter-I Para 1.10

2.11 Career Counselling

The children in Classes-X to XII are at threshold of sustaining an independent livelihood. At this particular phase of stay in the ashram such children are required to be sensitized to plan their future so as enable them to earn respectable and comfortable livelihood so that they form a meaningful human resource for the society.

The District Programme Officer in collaboration with the concerned District Child Protection Officer shall arrange periodic career counselling courses for the children through Department/Technical Education Department/ Industries Department/HP University/Army recruiting office/ NGOs etc. The academic performance of the children will be assessed after passing Class-X. Based on the marks obtained in Class X & Class-XII, and keeping in view the interest/option and aptitude/ability of the child, the Superintendent, in consultation with the parents/guardian of the children will identify the needs of vocational training /career counselling. The Superintendent concerned will submit proposal to District Programme Officer concerned for organizing career counselling sessions for the inmates, who will be the competent authority to sanction the expenditure, subject to availability of budget.

Counselling services through empanelled psychologists, or otherwise as feasible would be provided.

2.12 Staff pattern

As prescribed in Chapter-I Para 1.11

2.13 Relaxation

As prescribed in Chapter-I Para 1.12



Chapter-III

Higher Studies, Skill Development, Vocational Training, After Care Services and Rehabilitation

Proposed Provision
Higher Studies, Skill Development, Vocational Training, After Care Services and Rehabilitation
<p>3.1 Aims and Objectives:- The main purpose of the scheme is to provide higher education, skill development, vocational training, after care services and rehabilitation of the children who have passed either Class-X or Class-XII. This component also aims to operationalize Section 46 of the Juvenile Justice Act, 2015 by way of providing financial assistance / rehabilitation allowance as per norms fixed by the Government from time to time.</p>
<p>3.2 Eligibility Only those children of Designated Ashrams who have passed class-X and Class-XII are eligible to avail the scheme and are recommended by the concerned Child Welfare Committee.</p>
<p>3.3 Outline of the Chapter Keeping in view the academic performance and interest of child, the Department has formulated a three pronged strategy.</p> <p>1) Higher Studies For the children excelling in studies who are able to secure admission in the Government run Professional Institutions within the country, shall be provided with financial assistance for pursuing the studies as per norms determined/ordered by the Director, Women and Child Development in consultation with Director Education/ Technical Education/ Medical Education or any other Department as notified by the Government from time to time. Assistance under this component will be provided for one diploma/ degree course only. (b) For pursuing studies up to graduation level, the children shall be provided financial assistance as per norms determined/notified by the Director (WCD) in consultation with Director Education and approved by the Government.</p> <p>2) Skill Development and Provision of Jobs. a) In addition to the above, avenues for skill development trainings will be explored in other government agencies; failing which the concerned District Programme Officer shall organize trainings on the pattern of Government Skill Development Programme after fulfilment of all codal formalities and with the prior approval of the Director, Women and Child Development. b) Special emphasis will be given on sponsoring children from Bal/ Balika Ashrams for skill development trainings/ jobs under other Government Departments Schemes like Skill Upgradation with Job/ Outsourcing Guarantee (SUJOG) being run by this Department through Directorate of SCs, OBCs & MAs. c) The Superintendent of the designated Ashrams will submit an Annual Action Plan in respect of every child for providing higher/ vocational training to the Director, Women and Child Development through the concerned District Programme Officer, which will be approved by the Director, Women and Child Development and conveyed to the DPO/ Superintendent concerned. d) Entire financial cost shall be borne by the Directorate of Women and Child</p>

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Development or the concerned agency/ department as applicable. During the training the children will be provided all facilities admissible to them as an inmate of Designated Ashram. During the course of vocational training/ academic course/ degree, a stipend as notified by the Director, Women and Child Development from time to time be provided till such time that the youth gets employment or till completion of the vocational training/diploma/ degree; whichever is earlier. This will not apply to the children:-

- i) Pursuing training/ diploma/ degree courses while staying in the Ashrams.
- ii) Getting stipend from other departments/ agencies while undertaking the vocational training/ diploma/ degree.
- e) Job placements would be arranged for the children by the District Programme Officers as per their interest, in private companies/ organisations/industries etc. If need be assistance of Labour and Employment / Industries Department etc. will be taken in this regard.

3. After Care Services

Under Rule 38 of the Juvenile Justice (Care & Protection of Children) Rules, 2007, Bal Ashram Tutikandi and Balika Ashram Mashobra are also designated as After Care Organization for 18-21 years children leaving special homes/ children homes, who have no place to go or are unable to support themselves. The Child Welfare Committee, after having satisfied that the child is still in need of care and protection and has no place to go after leaving children home/ special home, as the case may be, shall recommend the case through concerned District Programme Officer to the Director for taking a decision about placing a juvenile or a child completing 18 years of age, under After Care Programme. The Director Women and Child Development will accordingly approve the admission of the children in the designated After Care Organizations. During their stay in the after care organizations, the children will be encouraged to learn a vocation or gain employment and contribute towards the rent as well as running of the home. They will be encouraged to gradually sustain themselves without state support and move out of the home. Vocational trainings / job placements will be arranged by the District Programme Officers in collaboration with District Child Protection Units.

The Director, Women and Child Development, in exceptional cases will allow the stay of a child or children in the designated After Care Organizations upto the age of 22 years for the purpose of completion of training.

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3.4 Rehabilitation

Children who are unable to get placement or admission in any professional/ vocational/ academic education after Class XII or after attaining the age of 21 will be provided one time rehabilitation assistance as per rates approved by the Government from time to time for starting small self-employment activities. For this purpose, the Superintendent of the concerned Ashram will recommend the names to the concerned District Programme Officer. Children to whom assistance is given for vocational/ professional/ higher academic education or who get placement from the Ashram, will not be entitled for the rehabilitation assistance.

3.5 Sanctioning Authority

The concerned District Programme Officer shall be the competent authority to sanction the expenditure of higher studies including hostel expenses, on campus vocational training, after care services etc. with the prior approval of the Director, Women and Child Development.

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Chapter-IV

Sponsorship – Registration of Zila Ashram Kalyan Samiti

Proposed Provision
Registration of Zila Ashram Kalyan Samities
<p>4.1 Objective The main purpose of formation of Zila Ashram Kalyan Samiti is to mobilize funds in shape of donations in cash or in kind and to ensure public participation in running, maintenance and supervision of Ashrams.</p>
<p>4.2 Procedure The concerned Deputy Commissioner through District Programme Officer shall form and get registered a Zila Ashram Kalyan Samiti as a Society under the HP Societies Registration Act 2006 with the competent authority. A model draft Memorandum for Registration of Society is at Annexure-D and Draft Bye-Laws of the Society are enclosed at Annexure-E.</p>
<p>4.3 Ways and means to mobilize funds. The Ashram Kalyan Samiti will involve philanthropists and promote public participation of local populace in the running and maintenance of the Ashram so as to create a formal structure within the frame work of Ashram Management. The contributions/ donations for the management of Ashrams will be accepted in the following manner:-</p>
<p>4.4 DONATIONS a). Financial donations will be accepted through cheque or a draft addressed or NEFT/RTGS to the Chairman, Zila Ashram Kalyan Samiti and will be deposited in the Ashram Kalyan Samiti bank account. The items, on which money from public donations will be expended, shall be decided by the Ashram management on approval of Ashram Kalyan Samiti. b). Donation in kind will be accepted by the Zila Kalyan Ashram Samiti against proper receipt. An entry will be made in a ledger/stock.</p>
<p>4.5 SPONSORSHIP Under sponsorship, a sponsor would be requested to make an earmarked financial contribution regularly towards expenditure incurred on upbringing of a child who has been identified/ promised to be sponsored by the sponsor. The sponsor could be any individual donor or an organization/company. Though the Zila Ashram Kalyan Samiti would expect the sponsorship as a mode of supporting the child on a long-term basis, the sponsorship will last as long as the sponsor desires. The sponsor will be allowed to cancel his sponsorship whenever he desires, but it would be preferable if one month's notice is given before discontinuing the charity. Sponsorship can be made by way of following packages:-</p>
<p>4.5.1 Sponsorship packages</p>
<p>a) Sponsor a child This would involve bearing the entire expenditure on boarding, lodging and education/training for an individual selected child. Fixed amount to be given for this purpose will be utilized according to the norms laid down by the Department and will be finalized by the Chairman Zila Ashram Kalyan Samiti. The sponsor will be allowed to have a look at the profile of the children in the Ashram and select the child, who he wants to sponsor. A specific sponsorship number will be allotted to him alongwith the tentative expenditure likely to be incurred on the child.</p>

The amount can be given on monthly/ six monthly or annual basis whichever suits the sponsor. The sponsor will also be allowed to interact with child frequently in the campus only. Additional gifts to the child would, however, be discouraged.

b) Sponsor a child education and training

Under this package, the sponsor would be allowed to contribute for the child education at any level and for any additional coaching or training or higher education that the child would want to pursue. Under this package also a specific sponsorship number alongwith the freedom to select the child and the fixed amount for sponsorship would be conveyed to the sponsor as decided by Chairman, Zila Ashram Kalyan Samiti. The amount can be given on monthly / six monthly or annual basis whichever suits the sponsor. The sponsor will also be allowed to interact with child frequently if he or she so desires on campus only. Additional gifts to the child would, however, be discouraged.

c) Sponsor a meal

Though the children in the Ashrams are provided with different types of meal / diet as prescribed in Rule 44 of the Juvenile Justice (Care and Protection of Children) Rules, 2007, yet the sponsor would be requested to sponsor a meal for all the inmates of the Ashram, the menu of which will be decided by the sponsor. But all the food items shall be prepared or procured at the Ashram level and expenditure will be borne by the sponsor. The amount received towards this contribution would be deposited in the Zila Ashram Kalyan Samiti against a receipt. The Ashram management would be responsible for arranging the food/fruit/sweets (if so desired by the sponsor) and distributing to the children within Ashram premises.

d) Sponsor a picnic/excursion

Under this package, the sponsor would arrange picnics/excursions to obviate monotonous routine and lack of stimulation from the external world for the children. The sponsor can select the date, time and venue in consultation with the Zila Ashram Kalyan Samiti and Ashram management. The expenditure to be incurred would be borne by the sponsor by way of financial contribution to the Zila Ashram Kalyan Samiti or in kind e.g. by directly sponsoring a bus, packed branded food and drink items etc.

e) Financial Project

Under this package, the sponsor would be requested to fund the entire project or a part thereof in the form of:

- A new building to be built.
- Specific addition to the existing building
- Specific up-gradation of infrastructure
- Landscaping of the premises
- A provision of central heating with the Ashram
- A health related project for the children.
- In house training programmes for the children and the staff.
- In house training programmes for the children and the staff.
- Any other project planned by the Ashram management/ZAKS

The funds will be received by ZAKS against a receipt and the name of the sponsor would also be inscribed at project site. The implementing agency of the project will, however, be the ZAKS.



Chapter-V Counselling

Proposed Provision

5.1 Need for Counselling

The children who are in need of Care and Protection are being provided basic physical needs, education and some avenues for entertainment in the Bal/Balika Ashrams run by the Department or the NGOs but the emotional and psychological support which is essential in formative years remains lacking. The values, attitudes, skills and behaviour pattern, as well as coping strategies that inmates develop, depend almost entirely upon the environment in which they grow up. Children in ashrams are in greater need of an intellectual and emotional stimulation in their environment because of lack of home environment in the Ashram.

The children in Ashrams are not equipped with effective problem solving capability and communication skills, which result in high degree of negative emotional attitudes, particularly in those children who lack proper adult interaction with parent/guardian. The staff manning the Ashrams is not trained to ease out the worries, anxieties, emotional problems and numerous deprivations of inmates. The inmates are required to work on their self-esteem, social skills and problem solving abilities. Therefore, the inmates of these Ashrams have to be provided with constant and continuous, mandatory special counselling services through the intervention of counsellors appointed in District Child Protection Units. In special cases, if required, services of trained professionals will also be arranged. It will bring insights within their self and will make them able to discover the true problems and help them to correct themselves with respect to the need, demand and what is expected of them, which in turn will reduce their mental conflicts and they would be able to manage and organize their energy in a proper and required direction.

5.2 Types of intervention:

5.2.1. Developing training module for staff

To sensitize the staff of Ashrams/ homes, the Department of Psychology of H.P. University shall be requested to formulate a training module in consultation with reputed NGO./ National Institute of Social Defence. The objective of the sensitization programme is to sensitize the staff on the issues in which they are not sensitized and skills for providing warm caring and supportive environment to the children. The basic sensitization training will be provided at regular intervals with the help of Department of psychology in collaboration of District Child Protection Units under ICPS. These counsellors will also be involved in the counselling of children regularly.

5.2.2. Psychological Intervention

All the inmates of Bal / Balika Ashrams will be provided psychological intervention i.e. Intelligence test, Personality test, Social maturity test organized by the Department of Psychology in HP University who are running a Child Guidance Clinic (Counselling Centre). Since expert services are available within the State, the Himachal Pradesh University will be asked to submit a proposal for the whole year wherein their experts will visit each Children Home by interacting with the children and the staff. The inmates of Ashrams will be provided interventions in terms of psychological testing, counselling, therapy and orientation courses as per the requirement of the inmates. This will be an annual feature and will be taken up from time to time as the need arises.

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5.2.3. Volunteer Services

The general public, college students (through N.S.S.), NGOs/ Voluntary Organizations and interested individuals would be encouraged to offer their voluntary services in each Ashram in such a way so as to provide interaction, stimulation and yoga/ transcendental meditation therapies etc. to the children. The Department will associate/ empanel the NGOs for these activities/ services subject to obtaining the undertaking that they would not have any pecuniary expectations from the Government. Entry of the volunteers in the Ashrams will be allowed only on predetermined days of the week. Identity cards will be issued to them. Entry of the outsiders in the Ashrams will be prohibited. The empanelment will be subject to the Terms & Conditions as notified by the Government from time to time.

No grant-in-aid / financial assistance will be provided to the NGOs/ voluntary organization/ individuals by the government in lieu of these services. The objective of this programme would be to institutionalize external interaction from the general public for the children in the Ashrams. For this the staff of the Ashram and the counsellors deputed would be responsible for drawing up a detailed Action Plan for the whole year, on quarterly basis. The details of the individual or organization who is to interact with the children on a fortnightly basis would be laid down with the topic of discussion and purpose of visit. This would be subject to the approval of concerned District Programme Officer.

5.2.4. Interventions by Guardians

(a) The guardians will be encouraged to visit their wards preferably once in a month or at least once in a quarter. The Counsellor/Superintendent will monitor that such "one to one guardian-child interaction" take place regularly.

(b) All the guardians would be invited to the Ashram at least once a year for interaction with counsellor and among themselves. Apart from general orientation and discussion in shape of a workshop, "one to one" meeting of the Counsellor and guardian will also take place.

5.3. Monitoring of functioning of Bal/ Balika Ashrams

The District Child Protection Officer will send a report on prescribed format (**Annexure F**) regarding functioning of the Ashram on half year basis to the concerned District Programme Officer who will submit the same to the Director, Women and Child Development.

Impact assessment / study will be carried out through an external agency every five years.

5.4 Miscellaneous

- i) CCTV cameras will be provided in all the Ashrams as per requirement.
- ii) Social Investigation Report in r/o a child against whom a complaint is received by the JJ Board, shall be obtained on form No. IV of under Rule 13(5) and 87(1)(a) and (2) from the Protection Officer on the order of the Board as per **Form III**.
- iii) Adequate infrastructure will be provided in every Ashram, wherever required.
- iv) Changes having no financial implications based on practical, implementational issues shall be made by the Government in existing scheme with the approval of Minister of Social Justice & Empowerment.

[Signature]

Annexure-A

With a view to provide shelter, educational facilities etc. to the orphan/destitute children between the age of 6-18 years, at present, the Department of Social Justice & Empowerment through Directorate of Women and Child Development, is running 24 Bal/ Balika Ashram-cum-Children Homes in Government / NGO sector and one Observation Home at Smoorkalan (Una). The list of these Bal/Balika Ashram-cum-Children Homes / Observation Home is as under:-

S.No.	Name of Ashram	Name of implementing agency	Inmate Capacity
1	Bal Ashram Tutikandi (Shimla)	Department of Social Justice & Empowerment through Directorate of Women and Child Development.	100
2	Balika Ashram Mashobra (Shimla), presently, temporarily, being run at Arki, District Solan.	-- do --	100
3	Bal Ashram Sujanpur (Hamirpur)	-- do --	50
4	Balika Ashram Pragpur (Kangra)	-- do --	50
5	Bal Ashram Masli (Shimla)	-- do --	100
6	Bal/Balika Ashram Kilar (Chamba)	-- do --	60
7	Bal Ashram, Sundernagar (Mandi)	-- do --	50
8	Gujjar Ashram Saho, District Chamba	-- do --	25
9	Balika Ashram Sunni (Shimla)	HP Council for Child Welfare	50
10	Balika Ashram Kalpa (Kinnaur)	-- do --	50
11	Balika Ashram Tissa (Chamba)	-- do --	50
12	Bal Ashram Mehla (Chamba)	-- do --	50
13	Bal Ashram Kalehli (Kullu)	-- do --	50
14	Bal Ashram Sarahan (Shimla)	-- do --	100
15	Bal Ashram Rockwood (Shimla)	Kasturba Gandhi National Memorial Trust, Rockwood (Shimla)	50
16	Balika Ashram Durgapur (Shimla)	-- do --	50
17	Balika Ashram Chamba (Chamba)	Mahila Kalyan Mandal Chamba	50
18	Bal Ashram Dehar (Mandi)	Divya Manav Jyoti Anathalya Trust, Dehar (Mandi)	100
19	Bal / Balika Ashram Bharnal (Mandi)	Deen Bandhu Sewa Mandal Bharnal (Mandi)	30
20	Special Home for Speech & Hearing impaired Children, Dhalli (Shimla)	HP Council for Child Welfare	60
21	Home for Physically Handicapped Children, Dari, Dharamshala (Kangra)	-- do --	50
22	Special Home for visually challenged Children, Dhalli (Dhali)	-- do --	20
23	Children Home for Children with Special Needs, Sunder Nagar, Distt.	Department of Social Justice & Empowerment through	100

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	Mandi	Directorate of SCs, OBCs & MAs.	
24	Prem Ashram (Children Home for mentally retarded children), Una.	Institute of Sister of Charity (NGO)	150
25	Observation Home-cum-Special Home, Una	Department of Social Justice & Empowerment through Directorate of Women and Child Development.	25
		Total	1570

In addition to the above one more children home named Dar-ul-Fazal Children Home Kullu at Manali with inmate capacity of 80 children; being run by the Dar-ul-Fazal Children Home Society has recently been registered under JJ Act.



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Annexure-B

Daily Routine

The broad outline of the daily routine at an institution should be as follows:

(Subject to modification to suit local conditions)

- | | |
|---|--------------------------------|
| (a) Waking up | 5.30a.m |
| (b) Ablutions | 5.30 a.m. to 6.15 a.m. |
| (c) P.T. & Light excercises, yog asanas | 6.15 a.m. to 7.00 a.m. |
| (d) Bath | 7.00 a.m.. to 8.00 a.m. |
| (e) Morning meal | 8.00 a.m. to 11.30 a.m. |
| (f) Assembly, vocational and educational classes. | 8.30 a.m to 11.30 a.m with ten |

Minutes break in between periods.

- | | |
|--|-------------------------|
| (g) Noon meal and rest | 11.30 a.m to 1.00 p.m |
| (h) Vocational and educational classes | 1.00 p.m. to 4.30 p.m. |
| (i) Snacks | 4.30 P.M. to 5.00p.m |
| (j) Games | 5.00 p.m.to.6.00 p.m. |
| (k) Wash | 6.0 p.m. to 6.30 p.m. |
| (l) Group prayers | 6.30 p.m. to 7.00 p.m |
| (m) Entertainment (music,bhajan & TV) | 7.00 p.m.to 7.30 p.m. |
| (n) Dinner | 7.30 p.m. to 8.00 p.m. |
| (o) Self study/reading | 8.00 p.m. to 9.30 p.m. |
| (p) To bed | 9.30 p.m. to 10.00 p.m. |



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(Annexure-C)

Information regarding inmates to be transferred to the Bal/ Balika Ashram Tutikandi & Mashobra after passing 8th or 10th Class, as the case may be.

Sr. No.	Name of the Child	Caste	Fathers/ Guardian's name and address	Date / Month of passing 10 th Class	Name of the Ashram in which admission sought
1					
2					
3					
4					
5					
6					
7					
8					
9					

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Annexure-D

FORM 1*
(See rule 3)

Memorandum for Registration of Society

1. The Name of the Society shall be: Zila Ashram Kalyan Samiti District
2. The Head Office of the Society will be situated at..... in Tehsil of.....
District and its address will be.....
3. The objects of the Society shall be as under:
 - i) To establish, maintain, control and manage Bal/Balika Ashrams for children in need of care and protection.
 - ii) To liaise with the local community for their involvement in the maintenance, management and upkeep of the institutions.
 - iii) To organize trainings and workshops for the inmates, officials connected with the activities of institutions and to create infrastructure as may be needed for the same.
 - iv) To implement schemes of the Govt. or institutions in furtherance of the objectives of the Society.
 - v) To expand the sphere of activities meant for welfare and empowerment of these vulnerable section of Society in the district.
 - vi) To collect manage and disburse funds for the furtherance of the objects of the society through donations, subscription, sale proceeds of the products and other ways, means approved by the Society.
 - vii) To acquire, hold and dispose of property in any manner whatever the purpose and in pursuance of advancement of objects of Society.
 - viii) To subscribe or become a member of or to cooperate with any other organization, institution or association having object wholly or in part similar to those of Society,
 - ix) To make rules for the conduct of affairs of Society and add or to amend bye-laws or rescind them from time to time.

4. The Management of the affairs of the Society is entrusted by the regulations of the society to the Governing Body, whose names, addresses and occupations are specified below:-

Sr. No.	Name & Designation	Address for Correspondence	Occupation	
1	2	3	4	
1	Deputy Commissioner of the concerned District			Chairperson
2	District Programme Officer of the			Secretary

	concerned District			
3	District Child Protection Officer of concerned District			Treasurer
4	Superintendent/ Assistant Superintendent/ Officer-in-Charge of the concerned Ashram			Member

The Chairman and Secretary are authorised to sign all the documents for registration of the Society.

5. One copy of the regulation of the Society duly certified as required by sec.6 of the Himachal Pradesh Societies Registration Act, 2006(No.25 of 2006) is filed with this Memorandum of Association.

We, the several persons whose names and addresses are subscribed below are desirous of forming a Society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of the witnesses as shown below:

Sr. No.	Name and permanent address of the Subscribers with Father/ Husband Name	Age	Occupation	Signature
1	Deputy Commission of concerned District			
2	Sub-Divisional Magistrate (Civil) concerned			
3	District Programme Officer of concerned District			
4	District Child Protection Officer of the concerned District			
5	Superintendent Grade-I of the concerned DPO office			
6	Child Development Project Officer with Office at District Head Quarters.			
7	The Superintendent/ Assistant Superintendents of all the Ashrams in the Districts.			
8	Chairperson of the Child Welfare Committee of the concerned Districts.			

Dated:

To,

The Registrar of Societies

.....

Full Address.....

Witness.....

Signature.....

Name.....



Annexure-E

Zila Ashram Kalyan Samiti
Bye-Laws of the Zila Ashram Kalyan Samiti

1. The name of the Society shall be : 'Zila Ashram Kalyan Samitti -----, District

1. REGISTERED OFFICE AND JURISDICTION

The registered office of the Society shall be at, The address of the Society shall be : Zila Ashram Kalyan Samiti....., District.....(HP)

2. AIMS AND OBJECTIVES OF THE SOCIETY:-

- x) To establish, maintain, control and manage Bal/Balika Ashrams for children in need of care and protection.
- xi) To liaise with the local community for their involvement in the maintenance, management and upkeep of the institutions.
- xii) To organize trainings and workshops for the inmates, officials connected with the activities of institutions and to create infrastructure as may be needed for the same.
- xiii) To implement schemes of the Govt. or institutions in furtherance of the objectives of the Society.
- xiv) To expand the sphere of activities meant for welfare and empowerment of these vulnerable section of Society in the district.
- xv) To collect manage and disburse funds for the furtherance of the objects of the society through donations, subscription, sale proceeds of the products and other ways, means approved by the Society.
- xvi) To acquire, hold and dispose of property in any manner whatever the purpose and in pursuance of advancement of objects of Society.
- xvii) To subscribe or become a member of or to cooperate with any other organization, institution or association having object wholly or in part similar to those of Society,
- xviii) To make rules for the conduct of affairs of Society and add or to amend bye-laws or rescind them from time to time.

4. MEMBERSHIP:

The membership will be open to all persons/institutions/organization interested in the welfare of children, women, disabled/person provided he/she agrees to contribute to the fund of the society as provided hereunder on a form meant for the purpose.

Kind of Membership and Contribution:

- a) A person who contributes to the funds of the Society at one time Rs. 10,000/- or in two calendar years a sum of Rs. 5,000/- shall be its Advisor.
- b) A person who contributes to the funds of the Society at one time Rs. 10,000/- in every calendar year will be its Life Member.
- c) A person who contributes to the funds of the Society a sum of Rs. 500/- annually will be its ordinary Member.
- d) Organizations/Institutions which contribute to the funds of the Society at one time a sum of Rs 20,000/- in the year will be Institutional Members.

5. GENERAL BODY:-

The General body of the society shall comprise of :-

- a) Patrons

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- b) Life Members
 - c) Ordinary Member
 - d) Institutional Members
 - e) Two prominent members to be nominated by the concerned Deputy Commissioner.

Provided that any member whose contribution is in arrear for more than One year shall be disqualified from attending general body meeting.

6. GOVERNING BODY:

The Governing Body shall be responsible for overall supervision, control and running of the Society. The Governing Body to whom the management of affairs of the Society is entrusted is as follows:-

Sr. No.	Name and Designation	Address for Correspondence	Occupation	
1	2	3	4	5
1	Deputy Commissioner of the concerned District			Chairperson
2	District Programme Officer of the concerned District			Secretary
3	District Child Protection Officer of concerned District			Treasurer
4	Superintendent/ Assistant Superintendent/ Officer-in-Charge of the concerned Ashram			Member

Tenure of the Governing Body shall for three years from the date of registration of society. A member or all the members of the Governing Body shall be eligible for re-election as such.

7. MEETING:-

The Society shall have the following types of meetings:

- a) Annual General Body meeting – One in every year. Quorum for general meeting shall be one-half of the total members.
- b) Special General Body meeting – At any time to be called by the President or by the simple majority of the members of a Governing Body within one month-
 - i) on a requisition, containing the proposed agenda and reasons for such meeting, in writing of one-fifth of the members of a society.
 - ii) At the instance of the Registrar.

Quorum for special meeting shall be one-half of the total members. No other business except the one for which meeting has been called, shall be transacted in the special meeting. If the quorum for the meeting is not completed, the meeting shall stand cancelled.

- c) Meetings of Governing Body- Once in every three months or more frequently, if required.

8. BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL BODY MEETING:

- a) To receive the Annual Progress Report of the Society from the Secretary.
- b) To review the Annual progress including financial status of the Society.
- c) To discuss the Auditor's Report.
- d) To pass the Annual Budget of the Society.
- e) Any other item which may be permitted by the Chairman.

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NOTICE FOR THE MEETING:

At least 15 days notice will be given for the Annual General Body Meeting and seven days notice is mandatory for the special meeting to be convened by the Chairman and two days clear notice will be necessary for the special meeting convened at the request of members. The notice of the meeting will state the date, day, time, place and the agenda of the meeting.

10. PROCEDURE OF THE MEETING:

The Chairman of the Society shall normally chair all meetings of the Society. Secretary of the society will control the proceedings and determine the lines on which the business is to be conducted and may address the meeting.

11. FUNDS:

The funds of the Society will consist of :

- a) Subscriptions of Members.
 - b) Donations; and
 - c) Grants from Governments Organizations or individuals.
 - d) Sale proceeds of the products and other ways and means approved by the President.
- All the moneys received shall be deposited in a Bank which may be approved by Governing Body and the Bank Account will be operated upon Jointly by the President and the Secretary.

12. ACCOUNTING YEAR:

The accounting year of the Society shall be the financial year.

13. POWERS AND FUNCTIONS OF THE OFFICE BEARERS:

a) **Chairman:**

Will preside over all the meetings of the Society. Will regulate the proceeding of the meetings, will take votes, will enforce the observance of the rules and regulations of the society, and will provide general control and guidance.

b) **Secretary:**

Will:

1. Plan and carry out the day to day working of the Society;
2. Raise and collect funds;
3. Invest funds in Bank or Banks with the prior approval of the Chairman.
4. Make appointment, suspension and removal of the staff in consultation with the chairman.
5. Frame Rules relating to day to day working of the Ashram and office with the approval of the Governing Body.
6. Attend to the legal affairs of the Society.
7. Maintain a register of members;
8. Maintain the proceeding book of the meetings as may be directed by the Chairman;
9. Conduct all correspondence for and on behalf of the Society.
10. Convene the meetings of the Society
11. Prepare the annual report of the Society.
12. Perform all or any other duties assigned to him by the Executive Committee.
13. Operate bank accounts jointly with the Treasurer.

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