

**Notice for registration of all the Child Care Institutions in Himachal Pradesh.**

In compliance to the judgment pronounced by the Hon'ble Supreme Court of India in Writ Petition (Crl). 102/2007 on 05.05.2017, it is mandatory for all the Government and NGOs or Voluntary Organizations running the Child Care Institutions (CCIs) for the Children in Himachal Pradesh to get their CCIs registered under JJ Act 2015. Running CCI without registration is illegal and as per JJ Act who fails to comply with the provisions of Section 41(1), shall be punished with imprisonment which may extend to one year or a fine of not less than one lakh Rupees or both.

For details and Application Form visit the website: [www.wcd-hp@nic.in](http://www.wcd-hp@nic.in)

By Order

Director  
Women and Child Development,  
Himachal Pradesh, Shimla-1

**FORM 27**

**[Rule 21(2) and 22 (2)]**

**APPLICATION FOR REGISTRATION OF CHILD CARE INSTITUTION UNDER THE JUVENILE JUSTICE  
(CARE AND PROTECTION OF CHILDREN) ACT, 2015**

**1. Detail of Applicant/ Institution which proposes to run the Child Care Institution:**

- (i) Type of Institution .....
- (ii) Name of the Institution / Organization.....
- (iii) Registration number and date of Registration of the Institution/ Organization under the relevant Act (Annex- Relevant documents of registration and bye-laws, memorandum of association).....
- (iv) Period of validity to run the Institution / Organization.....
- (v) Complete address of the Applicant/ Institution/ organization.....
- (vi) STD code/ Telephone No.....
- (vii) STD code/ Fax No.....
- (viii) E-mail address.....
- (ix) Whether the organization is of all India character, if yes, give address of its branches, in other state.....
- (x) Whether the Institution/ Organization had been denied registration earlier  
Yes/ No
- (xi) Ref. No. of application which resulted in denial of registration as CCI
  - a) Date of denial.....
  - b) Which department has denied the registration.....
- (xii) Reason for denial of registration as CCI.....

**2. Details of the proposed Child Care Institution**

- (i) Name of the proposed Child Care Institution.....
- (ii) Type/Kind of Child Care Institution.....
- (iii) Complete address/ location of proposed child Care Institution or organization
- (iv) STD code/ Telephone No.....
- (v) STD code /Fax No.....
- (vi) E-mail address.....

3. Connectivity (Name and Distance from the proposed Child Care Institution):

- (i) Main Road.....
- (ii) Bus –stand.....
- (iii) Railway Station.....
- (iv) Any landmark.....

4. Infrastructure

- (i) No. of Rooms (Mention with measurement).....
- (ii) No. of toilets (mention with measurement).....
- (iii) No. of Kitchen (mention with measurement) .....
- (iv) No. of sick room.....
- (v) Annex -Copy of blue print of the building (authentic sketch plan of building)...
- (vi) Arrangement to deal with unforeseen disaster also mention the kind of arrangement made:
  - (i) Fire
  - (ii) Earthquake
  - (iii) Any other arrangement
  - (iv) Arrangement of Drinking water
  - (v) Arrangement to maintain sanitation and hygiene:
  - (vi) Pest Control
  - (vii) Waste disposal
  - (viii) Storage area
  - (ix) Any other arrangement
  - (x) Rent agreement/ building maintenance estimate (whichever is applicable)(Annex- copy of Rent agreement)

5. Capacity of the Institution/ Organization

- i. No. of children (0-6 years) present in the home , (if any)
- ii. No. of children (6-10 years) present in the home , (if any)
- iii. No. of children (11-15 years) present in the home , (if any)

iv. No. of children (16-18 years) present in the home , (if any)

v. No. of persons (18-21 years) present in the home , (if any)

6. Whether the Child Welfare Committee/Juvenile Justice Board has been informed about the children being housed in the Institution

Yes/ No

#### 7. Facilities Available

(i) Education facility.....

(ii) Health Checkup arrangement, frequency of checkup, type of checkups proposed to be done.....

(iii) Any other facility that shall impact on the overall development of the child

#### 8. Staffing

(i) Detailed staff list.....

(ii) Education and Experience of the staff .....

(iii) Name of partner organizations

(iv) Name of the chief functionary of the organization

#### 9. Background of the Applicant (Institution / Organization)

(i) Major activities of the organization in last two years a. (Annex copy of Annual Report)

(ii) An updated list of members of the management committee/ governing body in the enclosed format (Annex- resolution of the annual meeting)

(iii) List of assets/ infrastructure of the organization

(iv) If the organization registered under the Foreign Contribution (Regulation) Act, 1976 (Annex – certificate of registration)

(v) Details of foreign contribution received during the last two years (Annex- relevant documents)

(vi) List of other sources of grant- in – aid funding (if any )with the name of the scheme / project , purpose amount, etc. (separately)

(vii) Details of existing bank account of the agency indicating branch code account no.

(viii) Whether the agency agree to open a separate bank account for the grant proposed

(ix) Annex -Photocopy of Accounts of last three years:

i. Auditors Report
ii. Income and expenditure account
iii. Receipt and payment account
iv. Balance sheet of the organization.

I have read and understood The Juvenile Justice (Care and Protection of Children) Act, 2015 and the Juvenile Justice (Care and Protection of Children) Rules, 2016.

I declare that no person associated with the organization has been previously convicted or has been involved in any immoral act or in any act of child abuse or employment of child labour and that the organization has not been blacklisted by the Central or the State Government at any point of time.

.....(Name of the Organization / Institution) has complied with all the

requirements to be granted registration as a Child Care Institution under the Juvenile Justice (Care and Protection of Children) Act, 2015 and The Juvenile Justice (Care and Protection of Children) Rules, 2016.

I undertake to abide by all the conditions laid down by the Central/ State Act, Rules, Guidelines and Notifications in this regard.

Signature of the authorized signatory: .....

Name:.....

Designation:.....

Address.....

District.....

Date.....

Office stamp:

Signature of:

Witness no.1: .....

Witness no.2: .....

**Checklist/ information format for inspection of Children Homes/ Open Shelter/Observation Home-cum-Special Homes, Homes for children in special needs and Shishu Grih in the state.**

1.	Name of Children Home / Bal-Balika Ashram/Open Shelter/Observation Home /Shishu Grih etc.		
2.	Date of Inspection		
3.	Name of Implementing Agency		
4.	Whether Children admitted in the children Home are referred by concerned child welfare committee or not?		
5.	Capacity of the Children Home		
6.	Present Strength along with the age wise breakup of children admitted.		
7.	Status of Children 1. Orphans= 2. Semi Orphan = 3. Others=		
8.	Detail of the Children admitted in the Children Home. 1. H.P. (District Wise) 2. Outside State(State wise) 3. Outside Country (Country Wise)		
9.	Transport facility available. Described detail of vehicle.		
10.	Daily routine as per rule 32 of JJ Rules: 1. Description of the daily routine being followed. 2. Suggestions		

11.	Building /accommodation as per rule 29(6) of JJ Rule, 2016		
12.	Counseling: 1. Name of the counselor. 2. Psychological intervention 3. Training of the staff		
13.	Clothing and Bedding Toiletries and other Articles as per Rule 30 of JJ Rule, 2016 are being provided or not ?		
14.	Nutrition and diet scale as per rule 33 of JJ Rule,2016 is being provided or not ?		
15.	Medical Checkup as per rule 34 of JJ Rule 2016 – Frequency of health check –up. whether inmate-wise health check up Profile maintained or not ?		
16.	Sanitation and Hygiene as per rule 31 of JJ Rule, 2016 (Satisfactory or not?)		
17.	Recreational facility as per rule 38 of JJ Rule 2016 available or Not? if available details of the facility.		
18.	Educational Facility as per rule 36 of JJ Rule, 2016 provided or not? Educational profiles of children maintained or not?		
19.	Ashram Kalyan Smiti/Management committee as per rule 39 of JJ Rule,2016 for management of institution has been constituted or not ? If yes then date of last meeting and detail of the action taken on recommendation of Kalyan Smiti.		
20.	Children Committee as per rule 40 of JJ Rule, 2016 formed or		

	not? If yes then date of last meeting and details of the recommendation		
21.	Visitor's book maintained or not?		
22.	Detail of maintenance of registers as per rule 77 of JJ Rule, 2016 in the children home.		
23.	Details of staff position as per rule 26(7) of JJ Rule, 2016 in the children home		
24.	Water supply is regular or not ?		
25.	Provision for safe drinking water ?		
26.	CCTV Camera are installed or not?		
27.	Fridge available for children or not?		
28.	Light bulbs are installed adequate or not?		
29.	Flush is working or not?		
30.	Taps and wash basin are working or not?		
31.	Adequate numbers of buckets and mugs or not?		
32.	Is there washing machine is functional or not?		
33.	Is there proper sweeping and swabbing done?		
34.	Facilities of Heating /Cooler are available or Not?		
35.	Every child have separate cupboards or not?		



36.	Computer facilities are available or not?		
37.	Telephone facilities are available or not?		
38.	Display the child line number 1098 near to telephone.		
39.	Counselling is being provided to children.		
40.	Entries of Children in Track Child Portal		
41.	Compliant Box is installed or not?		

42. Recommendations report of the inspecting officer along with proposals for improvement :

Signature of Inspecting Officers

### Physical Infrastructure.

Rule 29(1) the accommodation in each institution shall be as per the following criteria, namely:-

(iv) Children's Home –

- (a) While children of both sex below 10 years may be kept in the same home ,separate bathing and sleeping facilities shall be maintained for boys and girls in the age group of 5-10 years;
- (b) Separate children's homes for boys and girls in the age group of 7-11 years and 12-18 years;
- (c) Separate facilities for children upto the age of six years with appropriate facilities for infants.

Rule 29(6) the suggested norms for building or accommodation in each institution with 50 children may be as under:-

i.	2 Dormitories	Each 1000 Sq.ft.for 25 children i.e.2000 Sq.ft.
ii.	2 Class room	300 Sq. ft. for 25 children i.e.600 Sq.ft.
iii.	Sickroom/First aid room	75 Sq.ft. for 10 children i.e.750 Sq.ft.
iv.	Kitchen	250 Sq.ft.
v.	Dining hall	800 Sq.ft.
vi.	Store	250 Sq.ft.
vii.	Recreation room	300 Sq.ft.
viii.	Library	500 Sq.ft.
ix.	5 Bathroom	25 Sq.ft.each i.e.125 Sq.ft.
x.	8 Toilets	25 sq.ft i.e.200 Sq.ft.
xi.	Office rooms	a)300 Sq.ft. (b)Person –in – charge room 200 Sq.ft.
xii.	Counselling and Guidance room	120 sq.ft.
xiii.	Workshop	1125 Sq.ftfor 15 children@or 75 Sq.ft. per trainee
xiv.	Residence for Person –in-charge	(a)2 rooms of 250 Sq.ft.each (b) Kitchen 75 Sq.ft.(c) bathroom cum-toilet 50 Sq.ft.
xv.	2 rooms for Juvenile Justice Board or Child Welfare Committee	300 Sq.ft.each i.e.600 Sq.ft.
xvi.	Playground	Sufficient area according to total number of children
	Total	8495 Sq.ft.

### Staffing Pattern

Rule 26(7)-The suggested staffing pattern for an institution with a capacity of 100 children may be as below:-

Sr.No.	Personnel/Staff	Number
1.	Person –in –Charge (Superintendent)	1
2.	Probation officer/Child Welfare Officer/Case Worker(NGOs)A Child Welfare Officer may be designated as Rehabilitation –cum-Placement Officer	3
3.	Counselor/Psychologists/mental health expert	2
4.	House Mother/House Father	4
5.	Educator/Tutor	2(Part time)
6.	Medical Officer(Physician)	1(on call)
7.	Para-medical staff/Staff Nurse/Nursing Orderly	1
8.	Store Keeper-cum-Accountant	1
9.	Art & Craft activity teacher	1(Part time)
10.	PT Instructor-cum-Yoga Trainer	1(Part time)
11.	Cook	2
12.	Helper	2
13.	House Keeping	2
14.	Driver	1
15.	Gardener	1(Part time)
Total	25(19 full time, 5 Part time & 1 on call)	