

**Standard Operating Procedure (SOP) for Infrastructure Development under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Infrastructure Development	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. District Programme Officer (DPO) will undertake the gap analysis and assess the need for the development of infrastructure as well as up gradation of items as per the Mukhya Mantri Sukh Aashray Yojna including furniture, furnishing, beddings, appliances etc.</li> <li>2. Based on this gap analysis, the District Programme Officer (DPO) will submit a detailed proposal to the Director, Women and Child Development.</li> </ol>
	District Programme Officer (DPO)/ District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. The District Programme Officer (DPO)/ District Child Protection Officer (DCPO) shall facilitate the representatives of authorised agency in accessing the Child Care Institutions for the purpose of preparation of DPR and will also apprise them of site specific constraints and opportunities.</li> <li>2. For furniture, furnishing, beddings, appliances etc. equipment like air conditioners/ heating system, washing machine with dryer, micro-wave, electric kettle, tea coffee vending machine cutlery utensil, sports, recreational facilities like gym equipment, medical equipment, procurement will be done by District Programme Officers after completion of all codal formalities as per the financial rules.</li> </ol>
	Director, Women and Child Development	The Director, Women and Child Development shall approve the proposal and after completion of all codal formalities will assign the work to the executing agency on obtaining approval of Administrative Department.
	Executing Agency	<ol style="list-style-type: none"> <li>1. HPPWD or any other agency so decided by the State Government will be the executive agency for upgradation of existing infrastructure, including sports facilities like Badminton, Lawn Tennis, Volley Ball, Basketball courts and swimming pool etc. The executive agency will complete the work in time bound manner to be specified in work order.</li> </ol>

**Standard Operating Procedure (SOP) for Qualitative Improvement under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Qualitative Improvement	District Child Protection Unit (DCPU)	<p>The District Child Protection Officer shall calculate the demand for items/articles under Quality Clothing based on climatic conditions as per Annexure-I and also the Clothing Grant on biannual basis.</p> <p>For quality foods, a mess committee consisting of Children, Child Welfare Officer and Incharge of the Child Care Institution shall recommend the items and menu based on the preference of the children including regional recipes. Each district shall have a standardised menu. The vegetables, fruits etc, may be changed as per the seasonal availability to be decided by the Incharge of CCI. The aforesaid mess committee of CCI will have to work out the complete demand of funds based on number of children in the Child Care Institution, which the Incharge of the CCI shall submit to DCPO after verification by PO (IC) of DCPU. The DCPO shall check the accuracy of the fund demanded with the assistance of PO(IC) and submit the details of demand (items/ food articles and funds) to the District Programme Officer.</p>
	District Programme Officer (DPO)	District Programme Officer after checking the possibility, suitability and accuracy shall submit the same for approval of the Deputy Commissioner.
	Deputy Commissioner	Deputy Commissioner shall approve the proposal of Quality Clothing, toiletries, Quality Food and other items as required from time to time that are to be provided to the Children.
	District Programme Officer (DPO)	After getting the approval from the concerned Deputy Commissioner, the District Programme Officer shall submit the demand of funds to Director, Women and Child Development. The demand of funds should be worked out into two separate instalment of six month each, to be submitted in the month of February and July every year.
	Director, Women and Child	The Director, Women and Child Development shall approve the funds for six months and send the same to concerned District Programme Officer/ District Child

	Development	<p>Protection Officer.</p> <p>The Director WCD shall provide funds to the Director, ESOMSA for Clothing Grant and Qualitative Improvement to elderly persons residing in the Old Age Home on the basis of demand generated by the Director, ESOMSA.</p>
	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. District Programme Officer shall be the DDO at the District level and sanction the clothing allowance in favour of every child in the CCI with the assistance of DCPO.</li> <li>2. District Programme Officer shall identify the supplier for food items, clothings, toiletries, stationary etc. as per the Annexure of Mukhya Mantri Sukh Aashray Yojna and purchase the same after constituting the purchase committee and completing all the codal formalities as per Financial Rules.</li> </ol>
	District Child Protection Unit (DCPU)	<p>The District Child Protection Officer (DCPO) shall ensure that in all Child Care Institutions, the funds and the supplies are made and utilised as approved above and menu etc. are followed strictly.</p> <p>For purchase of clothing under the component of Clothing allowance, the representative of DCPO i.e. PO(IC) and PO(NIC) along with In charge of the C.C.I, will prepare a plan for taking out the children to the nearest market in small batches in the month of May/June, for summer and by the month of October/November for winter.</p> <ul style="list-style-type: none"> <li>➤ A group of 10 Children's along with PO(IC) and Incharge will be taken to the market to purchase summer clothing @ Rs.5000/per child, completely as per the preference of the Child and a similar amount for winter clothing.</li> <li>➤ PO(IC), PO(NIC) and Incharge (CCI) will ensure that quality of purchased items is good and proper. They will also ensure that authentic bills are maintained, for each child and there is no diversion of funds.</li> <li>➤ The committee of PO(IC), PO(NIC) and Incharge (C.C.I). will submit a certificate that "All items have been purchased as per choice of children and we are satisfied that quality of items is good".</li> </ul>

**Standard Operating Procedure (SOP) for Quality Education under Mukhya Mantri Sukh Aashray Yojna.**

Quality Education	District Child Protection Officer (DCPO)	District Child Protection Officer shall prepare a list of students in the Child Care Institutions (CCIs) for seeking admission (either English/Hindi medium) in the best of schools in the vicinity of the CCI under EWS Quota and submit to the District Programme Officer.
	District Programme Officer (DPO)	The District Programme Officer after verification of the list shall present it to the Deputy Commissioner.
	Deputy Commissioner	<ol style="list-style-type: none"> <li>1. The Deputy Commissioner shall identify the schools in the vicinity of the Child Care Institutions under EWS Quota, in consultation with the Deputy Director Higher Education and Elementary Education.</li> <li>2. The Deputy Commissioner shall ensure admission of these children under EWS quota with assistance of the Deputy Director Higher Education and Elementary Education.</li> </ol>
	District Child Protection Officer (DCPO)	The District Child Protection Officer shall deposit the requisite fee etc. to the schools and shall complete the admission process.
	District Child Welfare and Protection Committee	District Child Welfare and Protection Committee shall be apprised of the final list of children admitted to the best schools and shall monitor further.
	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. The District Programme Officer shall monitor the process and report to the Deputy Commissioner regarding the number of admissions done in the best schools (in EWS quota).</li> <li>2. The District Programme Officer shall make appropriate arrangements with assistance of the District Child Protection Unit for providing transportation to and from the schools, providing uniforms, books, tutors for extra coaching, training on language &amp; communication skills, reference</li> </ol>

		<p>books/ coaching material, monthly picnics/ day out etc.</p> <p>3. Based on the school specific expenditure on uniform, books, transportation etc., the District Child Protection Officer will make estimates of expenditure for complete financial year with the assistance of PO (IC) and will submit the same to the concerned District Programme Officer. The District Programme Officer after taking approval of the concerned Deputy Commissioner shall submit the estimate/ demand to the Director, Women and Child Development for allocation of budget/ funds.</p>
	<p>Director, Women and Child Development.</p>	<p>The Director, Women and Child Development shall allocate the funds to concerned District Programme Officers.</p>

**Standard Operating Procedure (SOP) for Quality Care under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Quality Care	Directorate, Women and Child Development	Directorate of Women and Child Development shall provide the sports and recreational items, medical equipments to all the Child Care Institutions on the basis of proposal submitted by the DPO concerned.
	District Programme Officer (DPO) with the assistance of District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. The District Programme Officer shall ensure that quality care, sports and recreational facilities and medical care are provided to children as per provisions of the scheme.</li> <li>2. The District Programme Officer and District Child Protection Officer, in consultation with In-charge of the Child Care Institution based on the schedule of schools will make time table for use of sports and recreational facilities alongwith study schedule and submit it to Deputy Commissioner for approval. This schedule shall be displayed in the common room as well as administrative block.</li> </ol>
	Deputy Commissioner	Deputy Commissioner shall grant the approval for the same.
	District Child Welfare and Protection Committee.	The District Child Welfare and Protection Committee shall monitor the components under Quality Care.

**Standard Operating Procedure (SOP) for Mentorship under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Mentorship	District Child Protection Officer (DCPO)	The District Child Protection Officer in consultation with Child Development Project Officers, Supervisors and Public Representatives shall prepare a list of eminent persons who shall act as mentors for children (one mentor per child) of the Child Care Institutions such as District Administration, Police Officers, retired personals and reputed people of community etc. and submit the same to District Programme Officer. Preferably the mentors in girl Child Care Institutions shall be a female and in boys Child Care Institutions shall be a male.
	District Programme Officer (DPO)	The District Programme Officer shall get the approval from the concerned Deputy Commissioner for allocating mentors to each child.
	Deputy Commissioner	Deputy Commissioner shall grant the approval for the same.
	District Child Welfare and Protection Committee.	The District Child Welfare and Protection Committee shall be apprised of the mentors in it's meeting and approval of committee must be obtained. If the committee so decides, mentors may be changed.
	Mentor	Mentor will be allowed to meet the child only after prior approval of Incharge, once in a month unless some emergency so demands. The meeting shall be conducted in the presence of Child Welfare Officer/ Counsellor/ Incharge/ Superintendent.  Mentor can also talk to the child on the landline number, and Incharge will ensure that interactions may

		not be allowed more than once in a week.
	Staff of Child Care Institutions	The Child welfare Officer and the counsellor of the CCI shall maintain a record of the suggestions of the mentors for each child which shall be reviewed by the Superintendent of the Home.
	Directorate of Women and Child Development	Directorate of Women and Child Development shall develop the Portal for maintaining the data of mentors of children.
	Protection Officer (Institutional Care)	Protection Officer (Institutional Care) shall maintain the complete final list of mentors assigned to each child. Brief profile of mentor alongwith Aadhar/ Govt. ID, Contact Number be maintained.
	District Child Welfare and Protection Committee.	The District Child Welfare and Protection Committee shall review the contributions of mentors to children on quarterly basis, if committee is not satisfied with the performance, same shall be changed.

**Standard Operating Procedure (SOP) for Career Counselling under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Career Counselling	District Child Protection Officer (DCPO)	The District Child Protection Officer shall prepare a list of children and list of empanelled agencies for Career Counselling and send the same to District Programme Officer for approval.
	District Programme Officer	The District Programme Officer in consultation with Deputy Directors of Education Department shall finalize the agencies out of above empanelled agencies and submit for approval to Deputy Commissioner.
	Deputy Commissioner	The Deputy Commissioner shall approve and submit the progress report to the District Child Welfare and Protection Committee, through the DPO.
	District Child Welfare and Protection Committee	The District Child Welfare and Protection Committee shall review the same and monitor this from time to time.

**Standard Operating Procedure (SOP) for Festival Allowance / Grant under Mukhya Mantri Sukh Aashray Yojna.**

Festival allowance and Grant	District Child Protection Officer (DCPO)	The District Child Protection Officer shall prepare the demand for providing Festival allowance/ Grant to the children/ CCI and submit the same to the Director Women and Child Development through District Programme Officer.
	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. The District Programme Officer shall check the demand as per existing strength of children/ ekal nari, residing in the Shelter Home for Women and forward the same to Director, Women and Child Development.</li> <li>2. The District Programme Officer shall approach the Deputy Commissioner to invite him to participate in the celebration of the festivals in the CCI.</li> </ol>
	Deputy Commissioner	Deputy Commissioner shall participate in festivals to be celebrated in the CCIs or nominate senior officials like SDMs, BDO, Deputy Director Education (Elementary & Secondary) Labour Officers, DWO etc. to attend the said celebration (at least one officer in each CCI).
	Director, Women and Child Development	<p>The Director shall approve the fund and allocate it to the concerned District Programme Officer for further allocation to children, ekal nari and concerned Institutions.</p> <p>The Director WCD shall provide funds to the Director, ESOMSA for festival allowance to elderly persons residing in the Old Age Home and grant for the Old Age Home on the basis of demand generated by the Director, ESOMSA.</p>
	District Programme Officer (DPO)	<p>District Programme Officer shall be the DDO at the District level and will allocate the funds with the assistance of District Child Protection Officer into the individual saving accounts of the beneficiaries which shall be pledged as under:</p> <ol style="list-style-type: none"> <li>1. The Accounts of children / orphans / residing in CCIs be pledged with DCPO concerned.</li> <li>2. The accounts of ekal nari residing in Shelter Home for Women shall be pledged with DPO concerned.</li> <li>3. The accounts of elderly persons residing in the Old Age Home shall be pledged with District Welfare Officer concerned.</li> </ol>

**Standard Operating Procedure (SOP) under Mukhya Mantri Sukh Aashray Yojna for Providing of Marriage Grant.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Marriage Grant	District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. Applicant may apply to the District Child Protection Officer of the concerned District. District Child Protection Officer may ensure the completion of the application and all the documents to be attached with the application.</li> <li>2. The DCPO after verification of facts may submit the application along with the documents to the District Programme Officer.</li> </ol>
	District Programme Officer (DPO)	After Counter verification of the documentation and application, District Programme Officer shall submit the same to Director Women and Child Development in original for grant of funds.
	Director Women and Child Development	The Director shall approve the fund and allocate it to the concerned District Programme Officer.
	Deputy Commissioner	The Deputy Commissioner shall approve the arrangements of the marriage and allocation of funds for each case. The Deputy Commissioner shall personally attend the marriage ceremony to bless the newly married or may nominate SDMs to attend the marriage ceremony.
	District Programme Officer (DPO)	The District Programme Officer shall be the DDO at the District level. He/ she shall allocate the funds after obtaining approval of the concerned Deputy Commissioner and arrange for the wedding with assistance of DCPU staff.

**Standard Operating Procedure (SOP) under Mukhya Mantri Sukh Aashray Yojna for Providing of Social Security.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Social Security	District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. District Child protection Officer shall prepare age wise list of children and residents of Shelter Home for Women.</li> <li>2. He/she shall open the individual accounts for Social Security in joint operation with herself / himself.</li> <li>3. He/she shall prepare the demand of funds and submit the same to Director Women and Child Development through District Programme Officer.</li> </ol>
	Director, Women and Child Development	<ol style="list-style-type: none"> <li>1. The Director shall approve the funds and allocate it to the concerned District Programme Officer.</li> <li>2. The Director shall also ensure development of IT Portal for maintaining database.</li> </ol>
	District Programme Officer	District Programme Officer shall be the sanctioning authority and the DDO at the District level. He/she shall allocate the funds to the District Child Protection Officer for depositing the same into beneficiaries account.
	District Child Protection Officer	<ol style="list-style-type: none"> <li>1. The District Child Protection Officer shall open separate saving account and RD accounts for each child that shall be pledged with DCPO concerned for this purpose. DCPO shall get the RD accounts linked with saving account and standing instructions shall be issued to the bank to debit the account for depositing in the children's RD Account as per scheme norms.</li> <li>2. If In-charge of the CCI reports that there is some urgent need of any child above 14 years of age, which cannot be met out of Mission Vatsalya / Mukhya Mantri Sukh Aashray Yojna or any other scheme of the Government and he/ she is satisfied that need is genuine, than the Incharge would forward the case to the concerned DCPO. The District Child Protection Officer shall allow the withdrawal of amount not more than Rs. 5000/- at one point of time after assessing the need of the child to do so. The DCPO can reject/ allow the withdrawal after the approval of the DPO. Only one such withdrawal shall be allowed in a year. After the withdrawal the amount of funds in the RD account shall be transferred to an FD account which shall be pledged with DCPO till the age of</li> </ol>

		<p>18 years. Thereafter a new RD for depositing of Social Security amount in favour of child (pledged with the DCPO) shall be maintained. The Directorate may raise this limit from time to time. If any child wants to withdraw an amount more than the prescribed amount than, he/ she shall apply to the Deputy Commissioner along with the reason in detail for approval of the same.</p> <ol style="list-style-type: none"> <li>3. Social Security Component will be admissible to all the residents of CCI of Government and HPCCW upto the age of 18 years only.</li> <li>4. The District Child Protection Officer shall submit the child wise/ CCI wise progress report to the DPO on the quarterly basis.</li> </ol>
	District Programme Officer	<ol style="list-style-type: none"> <li>1. The District Programme Officer shall grant approval for withdrawal of funds within the prescribed limits.</li> <li>2. He/she shall be responsible for monitoring the component at the District level and will submit the Quarterly Progress Report to the District Child Welfare and Protection Committee.</li> </ol>
	Deputy Commissioner	<p>The Deputy Commissioner shall grant approval for withdrawal of funds over and above the prescribed limits. He/ She shall assess the genuineness of the excess withdrawal and if found appropriate would grant approval of the same.</p>
	District Child Welfare and Protection Committee	<p>The District Child Welfare and Protection Committee shall be responsible for monitoring of the component on the basis of the Quarterly Progress Report (QPR) submitted by the DCPO through the DPO concerned.</p>

**Standard Operating Procedure (SOP) for Allotment of land and Grant for Construction of House under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Allotment of land	District Child Protection Officer (DCPO) and District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. Applicant may apply to District Child Protection Officer of the concerned District for allotment of land. Eligibility criteria as per Clause 7.2 (XV) of Mukhya Mantri Sukh Aashray Yojna are as under:               <ol style="list-style-type: none"> <li>i) A person who has been orphaned before the age of 27 years and who is landless will be eligible to get one time Government land i.e. 3-biswas as per TCP norms and housing grant for construction of house any time during his entire life time.</li> <li>ii) Land will be provided to orphans in the Tehsil/District where she/he wishes to settle subject to availability of Govt. land for this purpose. If land is not available in area of first choice/ preference same shall provided in any adjacent area but the consent of person (orphan) must be obtained.</li> <li>iii) Land allotted for this purpose shall not be transferred by way of sale, gift, lease etc. to any party for at least a period of 15 years from the date of allotment. In case of violation of the same shall vest in Govt. along with appertaining structure etc. if any.</li> <li>iv) Deputy Commissioner of District where land is to be allotted shall be the competent authority to allot such land on receipt of case from District Programme Officer.</li> </ol> </li> <li>2. The District Child Protection Officer shall ensure the completion of the application and all the documents to be attached with the application.</li> <li>3. The DCPO after verification of facts may submit the application along with the documents to the Deputy Commissioner through District Programme Officer for allotment of land.</li> <li>4. The DCPO shall maintain the record regarding the application and number of cases where the land is allocated to the applicant which should be got checked and verified by the concerned DPO.</li> </ol>
	Deputy Commissioner	Deputy Commissioner is the competent authority to allot land on receipt of case from District Programme Officer

		as per the provisions of Mukhya Mantri Sukh Aashray Yojna.
Grant for Construction of House	District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. Applicant may apply to the District Child Protection Officer of the concerned District for providing grant for construction of House.</li> <li>2. District Child Protection Officer shall ensure the completion of the application and all the documents to be attached with the application.</li> <li>3. The Deputy Commissioner in consultation with the Project Officer (DRDA) and District Welfare Officer shall examine the possibility of covering the cases under schemes of Rural Development Department and Directorate for Empowerment of SCs, OBCs, Minority and Specially Abled (ESOMSA) as per the eligibility criteria of these schemes. If any applicant is not covered under any of these schemes, she / he shall be covered under Mukhya Mantri Sukh Aashray Yojna by the Director, Women and Child Development.</li> <li>4. The DCPO after verification of facts may submit the application along with the documents to the Director Women and Child Development for demands of fund through District Programme Officer along with the letter received from the Deputy Commissioner after allotment of land.</li> </ol>
	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. The District Programme Officer after verification of application shall submit the list to the Deputy Commissioner.</li> <li>2. The District Programme Officer will prepare demand of funds for the cases which are to be covered by the Director, Women and Child Development and submit the same to the Directorate.</li> </ol>
	Director, Women and Child Development	The Director shall approve the fund and allocate it to the concerned District Programme Officer.
	District Programme Officer (DPO)	District Programme Officer shall be the sanctioning authority and DDO at the District level who will allocate the funds with assistance of District Child Protection Officer.

**Standard Operating Procedure (SOP) for Annual Educational Tours outside State under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Annual Educational Tours outside State	District Child Protection Officer (DCPO)	District Child Protection Officer (DCPO) shall enlist the number of children in each CCI separately for summer closing and winter closing schools and acquire written consent from the parents/ guardians of the children for annual educational tour and submit the list to District Programme Officer.
	District Programme Officer (DPO)	The District Programme Officer shall get the list and proposed tour approved from the Deputy Commissioner and submit to the District Child Welfare and Protection Committee for perusal in the meeting.
	Deputy Commissioner	The Deputy Commissioner shall approve the proposed tour for children of the CCI.
	District Child Welfare and Protection Committee	District Child Welfare and Protection Committee shall peruse the list of children and the tour in accordance to the proposed locations approved by the Director Women and Child Development.
	Director, Women and Child Development	<ol style="list-style-type: none"> <li>1. The Director shall enlist/ empanel an agency to prepare few packages of such tours to different places mentioning the itinerary, place of stay, mode of travel, local sightseeing and local travel along with the estimate of funds involved in each package, to organize the tours as per Expression of Interest.</li> <li>2. The Director shall also approve the location and packages.</li> <li>3. The Director shall invite RFP for said purpose for five different location/ packages for a period of five years and finalize the agency after completion of all codal formalities after approval of the Administrative Department.</li> <li>4. The Director will decide the destination for each CCI on rotation basis as per the finalized RFP.</li> </ol>
	District Programme Officer (DPO)	<ol style="list-style-type: none"> <li>1. District Programme Officer shall be the sanctioning authority and DDO at the District level and allocate the funds with assistance of District Child Protection Officer.</li> <li>2. He/ she shall allocate the funds to the agency for conducting the tour.</li> <li>3. He/she shall be responsible for organising the tour with the assistance of DCPU and the empanelled agency.</li> </ol>

**Standard Operating Procedure (SOP) for Coaching /Higher education (Academic/ Vocational Training/ Skill Development under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Coaching /Higher education (Academic/ Vocational Training/ Skill Development	District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. Applicant may submit the application to the District Child Protection Officer/ District Programme Officer of the concerned District by February end.</li> <li>2. District Child Protection Officer may ensure the completion of the application and all the documents to be attached with the application. The DCPO after verification of facts may submit the application along with the attested copy of documents to the District Programme Officer.</li> </ol>
	District Programme Officer (DPO)	After counter verification of the documents and application, it shall be submitted to Director Women and Child Development in original for grant of funds by 15 <sup>th</sup> May.
	Director, Women and Child Development	A list of applications received will be prepared at the State level which shall be submitted to the State Level Committee for approval and sanction of the funds from Mukhya Mantri Sukh Aashray Kosh.
	State Level Committee under Mukhya Mantri Sukh Aashray Yojna	State Level Committee under Mukhya Mantri Sukh Aashray Yojna shall approve the estimated amount based on the proposal of the Directorate and sanction or reject the grant of funds.
	Director, Women and Child Development	After the approval of the State level Committee the funds shall be withdrawn and sent to the concerned DPO/DCPO for further disbursement to the DPO.
	District Programme Officer (DPO)	District Programme Officer shall be the DDO at the District level. DPO with the assistance of DCPO shall examine each case and after obtaining the admission letter into the course from the candidate shall present the case for approval of Deputy Commissioner. On receipt of approval he/ she shall ensure disbursement of the funds through the District Child Protection Officer to the concerned Institution for tuition fees, boarding and lodging Charges etc. and to the concerned student for monthly stipend.

**Standard Operating Procedure (SOP) for Self Employment Assistance under Mukhya Mantri Sukh Aashray Yojna.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Self Employment Assistance	District Child Protection Officer (DCPO)	<ol style="list-style-type: none"> <li>1. Applicant may apply to the District Child Protection Officer/ District Programme Officer of the concerned District on prescribed format.</li> <li>2. District Child Protection Officer may ensure the completion of the application and all the documents to be attached with the application. The DCPO after verification of documents and facts regarding the proposal viability may submit the application along with the attested copy of documents to the District Programme Officer.</li> </ol>
	District Programme Officer (DPO)	The District Programme Officer, after counter verification of the documents and application, shall submit the same to Deputy Commissioner for approval. After obtaining the approval from the Deputy Commissioner the same shall be submitted to the Director, Women and Child Development in original for grant of funds.
	Deputy Commissioner	The Deputy Commissioner shall approve or reject the case after checking the viability/ feasibility of the proposal/ application.
	Director, Women and Child Development	A list of applications received will be prepared at the State level which shall be submitted to the State Level Committee for approval and sanction of the funds from Mukhya Mantri Sukh Aashray Kosh.
	State Level Committee under Mukhya Mantri Sukh Aashray Yojna	State Level Committee under Mukhya Mantri Sukh Aashray Yojna shall evaluate and approve the applications and sanction the funds for each case presented by the Director, Women and Child Development.
	Director, Women and Child Development	After the approval of the State level Committee the funds shall be withdrawn and sent to the concerned DPO/DCPO for further disbursement to the applicant.
	District Programme Officer (DPO)	District Programme Officer shall be the sanctioning authority and DDO at the District level. He/ She shall ensure disbursement of the funds through the District Child Protection Officer to the concerned.

**Standard Operating Procedure (SOP) under Mukhya Mantri Sukh Aashray Yojna for Process for admission of orphan/ Children in Need of Care and Protection into Child Care Institutions/After Care Institutions/coverage in Foster Care/Sponsorship.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Process for admission of orphan/ Children in Need of Care and Protection into Child Care Institutions/ After Care Institutions/ coverage in Foster Care/ Sponsorship	District Programme Officer/ District Child Protection Officer	<ol style="list-style-type: none"> <li>1. The District Programme Officer/ District Child Protection Officer shall get a survey conducted to identify the Orphans/ Children in Need of Care and Protection in the District.</li> <li>2. An application of an Orphan / Children in Need of Care and Protection shall be made to the DPO/DCPO/CWC. <ol style="list-style-type: none"> <li>a) For admission to a Child Care Institutions (CCI).</li> <li>b) For admission to an After Care Institutions (ACI).</li> <li>c) Coverage under Foster Care/Sponsorship.</li> </ol> </li> <li>3. The District Child Protection Officer shall send the application to the Child Welfare Committee for orders.</li> </ol>
	Child Welfare Committee	<ol style="list-style-type: none"> <li>1. The Child Welfare Committee shall inquire into circumstances under which the child/ orphan is produced and accordingly declare such child to be a “Child In Need of Care and Protection” and order the District Child Protection Officer to prepare the Social Investigation Report of the child/orphan.</li> <li>2. The Child Welfare Committee shall determine the age of the children /orphan produced before them.</li> <li>3. The Child Welfare Committee shall order admission of Orphan/ Children in Need of Care and Protection into the Child Care Institutions/After Care Institutions/coverage under Foster Care/Sponsorship, keeping in mind the availability/capacity of the Institution based on the child’s/ orphan’s gender, age, disability and needs. The Child Welfare Committee shall order to prepare Rehabilitation Plan and Individual Care Plan of the Orphan/ Children in Need of Care and Protection for each child.</li> </ol>
	District Child Protection Officer	<ol style="list-style-type: none"> <li>1. The District Child Protection Officer shall get a Social Investigation Report for the Orphan/ Children in Need of Care and Protection with in a period of one month, with the assistance of the Social Worker.</li> <li>2. District Child Protection Officer shall ensure the admission /enrolment of the Orphan/ Children in Need of Care and Protection into the Child Care Institutions/After Care Institutions and for coverage under Foster Care/Sponsorship.</li> <li>3. He/ She shall ensure the placement of Orphan/ Children in Need of Care and Protection under Foster</li> </ol>

		Care/Sponsorship as per the order of Child Welfare Committee and submit a monthly report to the District Programme Officer regarding the same.
	Incharge, Child Care Institutions/After Care Institutions	<ol style="list-style-type: none"> <li>1. The Incharge of Child Care Institutions/After Care Institutions shall enrol/register the Orphan in the Institution and ensure the preparation of Rehabilitation Plan and Individual Care Plan of the Orphan/ Children in Need of Care and Protection.</li> <li>2. He/she shall also ensure that all the services, food, clothing, education, vocational training, sports and recreational facilities etc. are provided to the Orphan/ Children in Need of Care and Protection.</li> </ol>
	District Programme Officer	<ol style="list-style-type: none"> <li>1. The District Programme Officer shall monitor the placement of children/ orphans and ensure that all benefits under the Scheme are extended to them, with the assistance of DCPO.</li> <li>2. The District Programme Officer shall declare the child/person eligible under the scheme upto an age of 27 years as defined in the Mukhya Mantri Sukh Aashray Yojna.</li> <li>3. The District Programme Officer will issue the certificate to declare the orphan/children/ person eligible under Mukhya Mantri Sukh Aashray Yojna only for the purpose of providing benefits under Mukhya Mantri Sukh Aashray Yojna.</li> </ol>

**Standard Operating Procedure (SOP) under Mukhya Mantri Sukh Aashray Yojna for issuing of Eligibility Certificate.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Process for issuing of Eligibility Certificate	District Programme Officer	<ol style="list-style-type: none"> <li>1. The District Programme Officer of the concerned district shall issue the eligibility certificate to beneficiaries for the purpose of availing the benefits under Mukhya Mantri Sukh Aashray Yojna after checking the required documentation and eligibility criteria under the said scheme.</li> <li>2. The DPO shall prepare the list of eligible children/ persons and submit to the Child Welfare Committee for approval.</li> </ol>
	Child Welfare Committee	The Child Welfare Committee shall check the eligibility and grant approval for issuing of the certificate.
	District Programme Officer	On the basis of approval granted by the Child Welfare Committee, the DPO shall issue the following eligibility certificate to the eligible applicants
	Deputy Commissioner	The Deputy Commissioner shall be the appellate authority for addressing the grievances under this component.

**Certificate to declare eligibility**

**(only for the purpose of providing benefits under Mukhya Mantri Sukh Aashray Yojna)**

After perusal of the application No. \_\_\_\_\_ and all the documents required, I declare that master/Mr./Ms. \_\_\_\_\_ S/o/D/o Sh. \_\_\_\_\_  
R/o \_\_\_\_\_

born on \_\_\_\_\_ (DOB) is eligible for the purpose of receiving benefits under Mukhya Mantri Sukh Aashray Yojna, until \_\_\_\_\_ (date).

**Signature**  
**District Programme Officer**  
**District** \_\_\_\_\_  
**Dated:** \_\_\_\_\_

**Standard Operating Procedure (SOP) under Mukhya Mantri Sukh Aashray Yojna for issuing of Certificate of residency.**

<b>Component</b>	<b>Responsible Officer</b>	<b>Process</b>
Process for issuing of Certificate of residency	District Programme Officer	<p>1. The District Programme Officer of the concerned district shall forward the application to the District Magistrate along with the following documentation:</p> <ul style="list-style-type: none"> <li>i. Enrolment of applicant (for minimum five years) in the Aganwadi Centre Survey register to be issued by the concerned CDPO.</li> <li style="text-align: center;">or</li> <li>ii. Social Investigation Report of the applicant submitted by Social Worker (DCPO) verified by the concerned DCPO.</li> <li style="text-align: center;">or</li> <li>iii. Report of minimum five years residency from the concerned Patwari.</li> <li style="text-align: center;">or</li> <li>iv. Report of minimum five years residency from the concerned Secretary/ Executive Officer (Gram Panchayat/ Nagar Panchayat/ Nagar Parishad/ Municipal Corporation/ Council).</li> </ul> <p>2. The DPO shall prepare the list of eligible children/ persons and submit to the District Magistrate for issuing of the certificate of residency.</p>
	District Magistrate	The District Magistrate on perusal of the record submitted by the DPO shall issue the certificate of minimum 5 years residency.