

[FOR THE PURPOSE OF NORMS ONLY]
**SCHEME OF PREVENTION AND CONTROL OF JUVENILE SOCIAL
MALADJUSTMENT**

GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT
NEW DELHI

SCHEME OF PREVENTION AND CONTROL OF JUVENILE SOCIAL MALADJUSTMENT

During the Seventh Plan period, a major break-through was achieved in the field of legislation of children by the enactment of the Juvenile Justice Act, 1986, which was enforced throughout the country, except J&K State, on 2nd October, 1987. For the first time, a uniform law for the whole country, to cater for the care, protection, development and rehabilitation of both neglected and delinquent children, was enacted and enforced. This Act replaced the various Children Acts in force in different States, thus bringing about uniformity in procedures, institutions, courts services and facilities for neglected and delinquent juveniles. The Act prescribed a preferential and specialized approach towards such children and also aims at enhancing the quality of institutional care to be provided to the effected children. It calls for a thorough restructuring of the juvenile correctional system so as to make optimum use of the family, community and social organizations. The focus is sought to be shifted from more punishment and correction to growth, development and rehabilitation of children in distress.

I. OBJECTIVES:

The scheme has the following objects:

- (i) To provide full coverage of the services contemplated under the Juvenile Justice Act, 1986 in all the districts so as to ensure that no child under any circumstances is lodged in Prison.
- (ii) To evolve a system for separated handling of non-delinquent children covered under the Juvenile Justice Act, 1986 vis-à-vis delinquents at various stages of their apprehension, processing and rehabilitation.
- (iii) To bring about a qualitative improvement in the juvenile justice services on the basis of certain well-defined minimum standards.
- (iv) To develop infrastructure for an optimum use of community based welfare agencies in the care, protection and rehabilitation of maladjusted children as contemplated in the Juvenile Justice Act, 1986.
- (v) To promote voluntary action for the prevention of juvenile social maladjustment and the treatment and rehabilitation of socially maladjusted juveniles.

II. APPROACH:

Under the scheme, the juvenile justice system, is intended to be developed in keeping with the true spirit of the new law, without undermining the dignity and rights of the juvenile. A systematic effort will be made to ensure that only those categories of juveniles are processed through the formal system consisting of the police, courts and correctional institutions which could not be handled by the informal social control mechanisms within the family of the community. For this purpose, the services of the voluntary welfare agencies will be utilized to the maximum at various stages of referral, treatment and rehabilitation of juveniles especially with regard to non-delinquents. A variety of alternatives including foster care, sponsorship, probation, etc. will be resorted to, on a selective basis. An effective linkage will be established with community based welfare institutions, whether run by voluntary organization or set up under the general child

welfare, by way of licensing or certification. In this respect, the institutions established under the Scheme for the welfare of children in need of care and protection by voluntary agencies will also be utilized for the placement of non-delinquent categories of children coming within the purview of the law. Institutional care will be used only as the last measure by enlarging the range of suitable alternatives. A much greater stress will be placed on individualized handling of the juvenile through a programme of study and diagnosis, appropriate placement, corrective education, vocational training and social re-assimilation. Obviously, high priority would be given to the training of juvenile justice functionaries from the police, courts and correctional agencies as also of voluntary workers engaged in this field.

III. PROGRAMME DEVELOPMENT

Accordingly, the institutional and non-institutional pattern of service under the juvenile justice system is envisaged to be so reorganized as to render individualized care to the juvenile in keeping with his personality traits and welfare requirements. Adequate number of juvenile courts for delinquents and juvenile welfare Boards of for non- delinquents coming within the purview of the juvenile justice Act, 1986 will be established by State Governments and Union Territory Administration. During their processing, the non-delinquents categories of children will be lodged separately from delinquents, preferably with individuals or voluntary institutions to be recognized place of safety. As far as possible, these categories will be handled by authorized person or organization rather than the police. For juvenile delinquents machinery for study and diagnosis will be made available by opening additional observation homes to cover all the districts. The existing institution set up by State Government and Union Territory Administration will be upgraded on the basis of accepted norms. As far as possible, the homes for destitute children functioning under the Ministry's scheme for the welfare of children in need of care and protection being implemented through voluntary agencies will be recognized for the care, treatment and rehabilitation of non- delinquents categories of children processed through juvenile justice Act, 1986. However, additional institutions may be necessary both under the government and voluntary organizations once the Act is effectively enforced. Side by side, a regular programme for the training of functionaries of the juvenile justice system and voluntary organization engaged in this field will be initiated through State Government and Union Territory Administrations in developing these services, the standers enunciated in the Operations Manual for children Act are proposed to be followed with such modifications as found suitable to local conditions.

IV. STRATEGY FOR THE VIII PLAN

THRUST AREAS:

It has been observed for effectively implementation of the juvenile justice Act, 1986, the existing infrastructure in team of facilities in various children institution need to be upgraded / created on uniform minimal level.

During the 8th five year Plan the emphasis shall be given on the following areas:

(i) To provide special and additional inputs in the existing juvenile and special Homes in every States /Union Territory for taking care of handicapped juveniles by providing necessary equipments and appliances. The basic features of this new provision of the scheme are enclosed in Annexure-A.

(ii) Augmentation of vocational training facilities in the juvenile and Special Homes. These facilities will enable and prepare the inmates to stand on their own feet after their release from the homes.

V. FINANCIAL PROVISIONS:

The provisions suggested under the Seventh Plan are proposed to be utilized for the following items:

(i) Setting up of Observation Home for 50 children. Each institution may entail an expenditure of Rs.22,40,000/- (including Rs.18,26,000/- non-recurring and Rs.4,11,000/- recurring). Detailed guidelines for the setting up of such institutions are contained in Annexure-I.

(ii) Setting up of Juvenile Home/ Special Homes for 100 children: Each institution may entail an expenditure of Rs.32,50,000/- (including Rs.25,50,000/- non-recurring and Rs.6,92,000/- recurring). Detailed guidelines for the setting up of such institution are contained in Annexure-II.

(iii) Upgradation of existing institutions: Provision to be made on the assessment of actual requirements of each State/ Union Territory keeping in view the standards enunciated under (i) and (ii).

VI. STATE SALARY:

A provision of Rs.3.10 lakhs (Maximum) is made available towards Staff Salaries.

VII. Development of non-institutional services:

Expansion of services such as sponsorship, foster care, probation, etc. Rs.5/- per child per day.

The expenditure on the setting up of institutions and services as mentioned above will be shared on 50:50 basis between the Central and State governments and when incurred through voluntary organizations on 45:45:10 (in tribal areas on 47 ½: 47 ½:5 basis).

VIII. In case the Scheme is implemented:

Through a non-governmental organization, annexures B,C,D & E will be submitted to Government of India through Stat Government/ U.T. Administration.

ANNEXURE-I

GUIDELINES FOR THE ESTABLISHMENT OF OBSERVATION HOME (50 INMATES) FOR SOCIALLY MALADJUSTMENT CHILDREN

1. LOCATION OF INSTITUTION:

An institution should be established at a place away from congested areas of metropolitan city or big town. The area should be congenial with natural surroundings. As the same time it would be well connected by various modes of communication.

The location of an institution at a particular place will depend on the case load of children committed by courts in that particular regions. It is also necessary to ensure that technical institutions like polytechnics industrial institute, educational institutions, etc, are also located near the place so that the inmates of the institution will be able to receive the benefit of instructions and training in such institutions.

2. BUILDING:

(a) The building of an institution should be in keeping with its diversified programme of education, training and individualized treatment on scientific lines. The accommodation in each institution should take into account the following factors:

- (i) type of children to be accommodated;
- (ii) programme content of the institution;
- (iii) minimum standard required to be observed for accommodating the children.

(b) the minimum standard of accommodation is as follows:

Dormitory	-	40sq. ft. per child
Classroom	-	sufficient accommodation
Workshop	-	sufficient work place
Playground	-	sufficient play ground area should be provided in each institution According to the total number of children in the institution.

Details of Building/Accommodation:

- | | | |
|--------|------------------------------|---|
| (i) | 2 Dormitories | Each 1000 sq. ft. for 25 inmates |
| (ii) | Class Room | 300 sq. ft. for 25 inmates |
| (iii) | Sickroom/First aid room | 75 sq. ft. per inmate for 10 i.e, 750 sq. ft. |
| (iv) | Kitchen | 250 sq. ft. |
| (v) | Dinning Hall | 800 sq. ft. |
| (vi) | Store | 300 sq. ft. |
| (vii) | Recreation room | 300 sq. ft. |
| (viii) | Library | 800 sq. ft. |
| (ix) | 5 Bath rooms | 25 sq. ft. each i.e, 125 sq. ft. |
| (x) | 8 Latrines | 25 sq. ft. each i.e, 200 sq. ft. |
| (xi) | Office room | (a) 300 sq. ft. (b) superintendent's room 200 sq. ft. |
| (xii) | Counseling and guidance room | 120 sq. ft. |

(xiii) Workshop

750 sq. ft. for 150 inmates a 50 sq. ft. per trainee

3. Sanitation and Hygiene:

Each institution should have the following facilities:

- (i) Sufficient and treated drinking water;
- (ii) Sufficient water for bathing and washing clothes, maintenance of cleanliness on the premises and for flushing latrines;
- (iii) Proper drainage system;
- (iv) Arrangements for disposal of garbage;
- (v) Protection from mosquitoes;
- (vi) Sufficient number of latrines in the protection of at least one latrine for seven children;
- (vii) Sufficient number of bath rooms in the proportion of at least one bath room for ten children;
- (viii) Sufficient number of urinals;
- (ix) Sufficient number of washing places;
- (x) Arrangements for getting the entire premises and buildings of the institution thoroughly cleaned at least one a day;
- (xi) Cleanliness in the kitchen;
- (xii) Fly-proof kitchen;
- (xiii) Arrangements for boiling clothes one a week : Arrangements for washing the clothes every day;
- (xiv) Sunning of bedding and clothing twice a week.
- (xv) Scrupulous cleanliness in the First Aid Room.

4. STAFFING PATTERN:

Staffing pattern for an institution with 50 children:

Sl. No.	Personnel	No. of Posts	Qualifications
i	Superintendent	1	M.A. Social Work
ii	Medical Officer Part-time	1	M.B.B.S.
iii	Probation Officers/ Case Workers	4	M.A. Social Work
iv	Vocational Instructor	1	
v	Education Teacher	1	Trained Graduate
vi	U.D.C.	1	Graduate with experience of accounts/ administrations
vii	Matron	1	Matriculate with training in child care
viii	D.D.C. cum typist	1	Matriculate with knowledge of typing
ix	Care Takers	6	Matriculate with knowledge of child care
x	Chowkidar	1	
xi	Cook	1	

xii	Helper	1	
xiii	Peon	1	
xiv	Sweeper	2	

The statutory duties and responsibilities of the personnel will be as per the provisions of the Children Act.

Children should be involved in :

- Kitchen
- House Keeping
- Gardening work

5. RECRUITMENT AND SELECTION OF THE PERSONNEL:

Considering the nature of work entrusted to the staff in the institution for children taken charge of under the Juvenile Justice Act, it is necessary that such staff should be trained in social work. This is essentially necessary in respect of superintendent of institution, probation officers and case workers.

Only such persons as are trained in social work should be recruited for these posts, and if untrained persons are holding the posts they should be deputed for training in recognized schools or institutes of social work.

Different training programmes for different categories of personnel should be organized:

- (i) Newly recruited officers should be given training for 4 months.
- (ii) Every officer functioning in the field of child welfare should be given training through refresher courses at least one in three years.
- (iii) Staff conferences, seminars, workshop, etc. should also be arranged for the purpose of imparting training to officers.

6. Care Takers:

- (i) On recruitment, Care-Taker should be given a basic training for a period of three months.
- (ii) Every Care-Taker should undergo a refresher course one in three years for a duration of one month.

7. Teachers and Craft Instructors:

Suitable training programmes for teachers and vocational instructors on subjects like child psychology, child development, etc.

8. Vocations to be imparted:

1. Carpentry
2. Fittery
3. Auto Rikshaw/ Cycle Repair
4. Blaksmithy

5. Textile Printing
6. Tailoring
7. Electrical Trade
8. Printing
9. Soap Making
10. Candle Making
11. Light Engineering
12. Any other vocation/trade fixed on local needs which has employment potential.

9. MINIMUM STANDARDS OF SERVICES:

Minimum standards for medical facilities should be fixed in terms of staff (full time and part time), number of beds, indoor and outdoor treatment facilities stocks of medicines, immunization, preventive and curative services, etc.

10. DIET SCALES:

- (a) Diet scales should be prescribed for each State according to local conditions and food habits.
- (b) the diet should be whose some, nutritious and balanced.
- (c) The diet scales should be fixed in consultation with nutrition experts.

11. CLOTHING AND BEDDING:

- (i) Three sets of clothing
- (ii) three sets of customary undergarments
- (iii) Two towels
- (iv) One jersey for winter
- (v) three sets of school uniform for children attending outside schools.

BEDDING [As per local requirement]

- (i) One thick cotton durry
- (ii) Two cotton bed sheets
- (iii) One chaddar
- (iv) One Blanket
- (v) One Pillow
- (vi) Two Pillow covers

12. Estimated cost for providing services:

- (i) @Rs.250/- per sq. ft. i.e, Rs.18,06,250/-
- (ii) Maintenance (food, clothing, soap, oil, etc.)
@Rs.500/- per child per month i.e, Rs.3,00,000/-
- (iii) Contingencies (water, electricity, postage, stationery, etc.) @ Rs.10/- per child per month i.e, Rs.6,000/-
- (iv) Bedding @ Rs.100 per child per annum I.e, Rs.5,000/-
- (v) Furniture, equipment & Utensils Rs.20,000/-
- (vi) Salary of Staff for one year Rs.2,20,000/-

Non-Recurring Expenditure:

Cost of Construction	Rs.18,06,000/-
Furniture, equipments & Utensils	<u>Rs. 20,000/-</u>
Total=	Rs.18,26,000/-

Recurring Expenditure:

Maintenances	Rs.3,00,000/-
Contingencies	Rs.6,000/-
Bedding	Rs.5,000/-
Salary of Staff	<u>Rs.2,20,000/-</u>
Total=	Rs.5,31,000/-

Non Recurring Expenditure	Rs.18,26,000/-
Recurring Expenditure	<u>Rs.5,31,000/-</u>
Total Expenditure	Rs.23,57,000/-

GUIDELINE FOR THE ESTABLISHMENT OF JUVENILE HOME/ SPECIAL HOMES FOR SOCIALLY MALADJUSTED CHILDREN

1. Location of Institution:

An institution should be established at a place away from congested areas of metropolitan city or big town. The area should be congenial with natural surroundings. At the same time it should be well connected by various modes of communication.

The location of an institution at a particular place will depend on the case load of children committed by courts in that particular region. It is also necessary to ensure that technical institutions like polytechnics, industrial institutions, etc. are also located near the place so that the benefit of instructions and training in such institutions.

2. Building:

(a) the Building of an institution should be in keeping with its diversified programme of education, training and individualized treatment on scientific lines. The accommodation in each institution should take into account the following factors:

- (i) type of children to be accommodated
- (ii) programme content of the institution
- (iii) minimum standard required to be observed for accommodating the children.

(b) The minimum standard of accommodation is as follows:

Dormitory	-	40 sq. ft. per child
Classroom	-	sufficient accommodation
Workshop	-	sufficient work space
Playground	-	sufficient play ground should be provided in each institution according to the total number of children in the institution.

Details of Building/ Accommodation:

- (i) 5 Dormitories - Each 800 sq. ft. for 20 inmates
- (ii) Class room - 300 sq. ft. for 25 inmates
- (iii) Sickroom/First aid room- 75 sq. ft. Per inmate for 10 i.e, 750 sq. ft.
- (iv) Kitchen - 250 sq. ft.
- (v) Dinning Hall - 800 sq. ft.
- (vi) 3 Stores - 300 sq. ft. each i.e, 900 sq. ft.
- (vii) Recreation room - 300 sq. ft.
- (viii) Library - 800 sq. ft.
- (ix) 10 Bath rooms - 25 sq. ft. each i.e, 250 sq. ft.
- (x) 15 Latrines - 25 sq. ft. each i.e, 375 sq. ft.
- (xi) Office room - (a) 300 sq. ft. (b) superintendent's room 200 sq. ft.
- (xii) Counseling and guidance room- 120 sq. ft.
- (xiii) Workshop 750 sq. ft. for 15 inmates @ 50 sq. ft. per trainee

3. Sanitation and Hygiene:

Each institution should have the following facilities

- (i) sufficient and treated drinking water
- (ii) sufficient water for bathing and washing cloths, maintenance of cleanliness on the premises and for flushing latrines
- (iii) proper drainage system
- (iv) arrangements for disposal of garbage
- (v) protection from mosquitoes
- (vi) sufficient number of latrines in the proportion of at least one latrine for seven children
- (vii) sufficient number of utensils
- (viii) sufficient number of bath rooms in the proportion of at least one bath room for ten children
- (ix) sufficient number of washing places
- (x) arrangements for getting the entire premises and buildings of the institution thoroughly cleaned at least one a day
- (xi) cleanliness in the kitchen
- (xii) fly-proof kitchen
- (xiii) arrangement for boiling clothes once week: arrangements for washing the clothes every day
- (xiv) sunning of bedding and clothing twice a week
- (xv) scrupulous cleanliness in the First Aid Room

4. STAFFING PATTERN:

Staffing Pattern for an institution with 100 children:

SL. NO.	PERSONNEL	NO. OF POSTS	QUALIFICATION
(i)	Superintendent	1	M.A. Social Work
(ii)	Medical Officer	1	M.B.B.S.
(iii)	Probation officer/ Case Workers	4	M.A. Social Work
(iv)	Vocational Instructor [Part time or on contract basis]	1	
(v)	Education Teacher	2	Trained Graduate
(vi)	U.D.C.	2	Graduate with experience of Accounts/ Administration
(vii)	Matron	1	Matriculate with training on child care
(viii)	L.D.C. cum typist	1	Matriculate with knowledge of typing
(ix)	Care Taker	8	Matriculate with knowledge of child care
(x)	Cook	1	
(xi)	Helper	1	
(xii)	Peon	1	
(xiii)	Sweeper	2	

The statutory duties and responsibilities of the personnel will be as per the provision of the Act

Children should be involved in:

- Kitchen work
- House Keeping and
- Gardening Work

5. Recruitment and Selection of the Personnel:

Considering the nature of work entrusted to the staff in the institution for children taken charge of under the Juvenile Justice Act, it is necessary that such staff should be trained in social work. This is essentially necessary in respect of superintendent of institution, probation officers and case workers. Only such persons as are trained in social work should be recruited for these posts, and if untrained persons are holding the posts they should social work.

Different training programmes for different categories of personnel should be organized:

- (i) Newly recruited officers should be given training for 4 months
- (ii) Every officer functioning in the field of child welfare should be given training through refresher courses at least once in three years.
- (iii) Staff conference, seminars, workshop, etc. should also be arranged for the purpose of imparting training to officers.

6. CARE TAKER:

- (i) On recruitment, Care Takers should be given a basic training for a period of three months
- (ii) Every Care Taker should be undergo a refresher course once in three years for a duration of one month.

7. TEACHERS AND CRAFT INSTRUCTORS:

Suitable training programmes for teachers and craft instructors should be organized in subjects like child psychology, child development, etc.

8. VOCATIONS TO BE IMPARTED:

- 1) Carpentry
- 2) Fittery
- 3) Auto Rickshaw/Cycle Repair
- 4) Blacksmithy
- 5) Textile Printing
- 6) Tailoring
- 7) Electrical Trade
- 8) Printing
- 9) Soap Making
- 10) Candle Making
- 11) Light Engineering

- 12) Any other vocation/trade fixed on local needs which has employment potential.

9. MINIMUM STANDARDS OF SERVICES:

Minimum standards for medical facilities should be fixed in terms of staff (full time and part time), number of beds, indoor and outdoor treatment facilities stocks of medicines, immunization, preventive and curative services, etc.

10. DIET SCALES:

- (a) Diet scales should be prescribed for each State according to local conditions and food habits.
(b) The diet should be wholesome, nutritious and balanced.
(c) The diet scales should be fixed in consultation with nutrition experts.

11. CLOTHING AND BEDDING:

Each child should be provided with the following clothing and bedding:

- (i) Three sets of clothing
(ii) three sets of customary undergarments
(iii) Two towels
(iv) One jersey for winter
(v) three sets of school uniform for children attending outside schools.

BEDDING [As per local requirement]

- (i) One thick cotton durry
(ii) Two cotton bed sheets
(iii) One chaddar
(iv) One Blanket
(v) One Pillow
(vi) Two Pillow covers

12. Estimated cost for providing services:

- (i) @Rs.250/- per sq. ft. for 10,000 sq. ft. i.e, Rs.25,00,000/-
(ii) Maintenance (food, clothing, soap, oil, etc.)
@Rs.500/- per child per month i.e, Rs.5,00,000/-
(iii) Contingencies (water, electricity, postage, stationery, etc.) @ Rs.10/- per child per month i.e, Rs.12,000/-
(iv) Bedding @ Rs.100 per child per annum I.e, Rs.10,000/-
(v) Furniture, equipment & Utensils Rs.50,000/-
(vi) Salary of Staff for one year Rs.3,10,000/-

Non-Recurring Expenditure:

Cost of Construction	Rs.25,00,000/-
Furniture, equipments & Utensils	<u>Rs. 50,000/-</u>
Total=	Rs.25,50,000/-

Recurring Expenditure:

Maintenances	Rs.6,00,000/-
Contingencies	Rs.12,000/-
Bedding	Rs.10,000/-
Salary of Staff	<u>Rs.3,10,000/-</u>
Total=	Rs.9,32,000/-

Non Recurring Expenditure	Rs.25,50,000/-
Recurring Expenditure	<u>Rs.9,32,000/-</u>
Total Expenditure	Rs.34,82,000/-

ANNEXURE-A

Additional inputs in Juvenile Homes where a minimum 10 number of Handicapped Juvenile are also accommodated

A.	Recurring Expenditure	Salary	Total per year
	One Vocational Instructor [specialized in the vocational guidance and training]	Rs.2,000/- P.M.	<u>Rs.24,000/-</u>
B.	Non-Recurring Expenditure		
	(i) Psychological TEs Material		Rs.2,500/-
	(ii) Training Material for speech and language		Rs.2,500/-
	(iii) Financial Aids		Rs.5,000/-
	(iv) Teaching Material		<u>Rs.5,000/-</u>
			<u>Rs.15,000/-</u>

Total Recurring & Non Recurring Expenditure Rs.39,000/-

ANNEXURE-B

APPLICATION FOR GRANT-IN-AID UNDER THE SCHEME OF PREVENTION AND CONTROL OF JUVENILE SOCIAL MALADJUSTMENT, IN CASE, IMPLEMENTED THROUGH A NON-GOVERNMENTAL ORGANISATION

Note: Application should be neatly filled in.
Applications received in incomplete form will not be entertained.

1. Name of the Organization
2. Complete Postal Address
3. Date of Establishment
4. Whether notified under the Juvenile Justice Act, 1986
If yes, number and year of registration
5. (Attested copy of Registration Certificate to be enclosed)
6. Whether the organization is of national level or state level
7. Brief details of the organization, its objective and activities during the last two years
8. Details of activities/ programmes undertaken for the development of children during the last two years (Progress of activities and audited statements of accounts of expenditure with the number of beneficiaries covered during last two years to be enclosed)
9. No. of Managing Committee Members and number of SC/ST Members on the Managing Committee (List of names and addresses, occupation of the Managing Committee Members to be enclosed)
10. Details of the projects under the scheme for which grant-in-aid is sought and details of its proposed implementation.
11. No. of beneficiaries to be covered under the projects and estimated expenditure involved (item-wise details of expenditure of non-recurring and recurring nature should be enclosed separately)
12. Whether the application is getting with concurrence of the Managing Committee/ General Body of the Organization, as required in the by-law of the organization.
13. Whether the organization is getting financial assistance from any other Centre/State Government/ Semi Government/ any other source, if so, indicate the details of such assistance received during the last three years.
14. Copies of the following documents to be attached:
 1. Constitution of the organization and its Articles of Memorandum
 2. Last annual report.

It is certified that I/we have read the guidelines and terms and conditions of government scheme of grant-in-aid to voluntary organization and undertake to abide by them on behalf of our organization/ institutions.

Signature
Secretary/President
(Name of Organization)

ANNEXURE-C

APPLICATION FOR CONTINUATION OF GRANT-IN-AID FOR THE YEAR UNDER THE SCHEME FOR PREVENTION AND CONTROL OF JUVENILE SOCIAL MAMADJUSTMENT, IN CASE, IMPLEMENTED THROUGH A NON GOVERNMENT ORGANISATION

1. Name of the organization with complete postal address
2. Details of the Project under the scheme undertaken during previous year:

Project with its location	Duration		Expenditure incurred	No. of beneficiaries covered (list to be attached)
(1)	From	To	(3)	(4)

3. Exact impact of the projects on the beneficiaries during the previous years
4. No. of honorary employees engaged in implementation of the projects:
SC/ST GENERAL TOTAL
5. No. of members of Managing Committee/ Executive Committee and SC/ST representation on the Committee.
(A separate list indicating the names, qualification and address of the managing committee members to be enclosed if any of the members belongs to SC/ST the same may be indicated against their names).
6. Audited statement of account having item wise expenditure incurred and utilization certificate duly certified by chartered accountant or Govt. Auditor for the grant-in-aid given during the previous year.
7. Requirement of grant-in-aid or this year (item wise details should be furnished).
8. No. of beneficiaries to be covered.
9. Whether the Organization is getting financial assistance from any other sources for the projects under the schemes.
If yes, indicate the details.
10. Whether the Organization is getting financial assistance from other sources for other programmes.
If yes, indicate the details.
It is certified that the information furnished above are correct and we undertake that the ministry of welfare, Government of India will not hold responsible if the grant is denied on the basis of any false information furnished by us.

Signature
General Secretary/
President

Annexure-D

From _____

To

The Secretary
Ministry of Women and Child Development
Government of India
Shastri Bhawan New Delhi

Through

The Secretary to the Government of _____
Department of _____.

Subject:

Sir,

I submit herewith an application (in duplicate) in the prescribe proforma, together with all relevant documents for grant-in-aid under the scheme of Prevention and control of juvenile social Maladjustment. I have read the term and condition of the above scheme and undertake to abide by these.

2. It is requested that our request for grant may kindly recommended to the Government of India early.

Your faithfully,

Signature ()

Dated

Name of the Secretary/President
Of the organization with stamp

Copy with a copy of the complete application, is forwarded in advance to the Secretary, Ministry of Women and Child Development, Shastri Bhavan, New Delhi-110001.

Signature of the Secretary/ President

ANNEXURE-E

**RECOMMENDATION OF THE STATE GOVERNMENT /UT
ADMINISTRATION**

The application dated from under the scheme of prevention and control of Juvenile Social Maladjustment is forwarded herewith, duly recommended, to the Secretary, Ministry of Women and Child Development, Government of India, Shastri Bhavan, New Delhi, with the undermentioined comments.

- (i) That a senior officer of the Department has visited the organization. A copy of his/her inspection report enclosed.
- (ii) That the application of the organization has been scrutinized and all the necessary documents have been given by the organization.
- (iii) That the application has been examined and the organization is found to be covered under aforesaid scheme; and,
- (iv) That the organization is a suitable one having experience in various social welfare social welfare programmes,
Such as _____

(Signature)
Name in Block Letters
Designation
Office Stamp

Dated:

Note:- The officer signing the Certificate should be of and above the rank of an Under Secretary to the State Government / UT Administration.