

STATE CHILD PROTECTION SOCIETY, ASSAM

(An Assam Government Organization)

46, Survey Bus Stop, Beltola Road, Guwahati: 781028

Ph: 0361(2229275/226538), Fax:- 0361-2229275, Email: scpsassam@gmail.com

No. SCPS (HC) 323/2016-2017/194

Dated, Guwahati the 19th June, 2017

OFFICE MEMORANDUM

Sub: To ensure child friendly atmosphere in all the registered Child Care Institutions (CCI) in Assam under Juvenile Justice (Care & Protection) of Children Act 2015

It has come to the notice of the State Child Protection Society, Social Welfare Department, Government of Assam that the Child Care Institutions (CCI) registered under the Juvenile Justice (Care & Protection) of Children Act 2015 are not following the Standard of Care as prescribed by the mentioned Act & Rules made there under in its true sense :

It has been therefore decided that-

1. Every CCI (Govt. run or NGO run) shall constitute a Grievance Redressal Committee in their respective Homes with the following Members-
 - Representative of Child Welfare Committee-**Chairman**
 - Superintendent of the Home- **Secretary**
 - District Child Protection Officer – Member
 - Protection officer, Institutional Care/Non Institutional Care/
 - Legal cum Probation Officer- **Member**
 - Counselors of the Home/ DCPUs – **Member**
 - Case Worker/ Child Welfare Officer- **Member**
 - Eight members of the Children Committee- **Members**
 - One Invitee Member – **to be chosen by Chairman in consultation with Members**
2. The Committee shall hold monthly meeting on the first of every Month in the Home premises. They shall be declared as Grievance Redressal Day. The objective of the committee is to discuss any grievance/ Complaint of the children including any kind of violence etc within the Home premises and against any inmate by any Home staff. Moreover the Committee shall also review the recommendations of Children Committee.
3. All the Members of the Committee shall maintain strict respect for children right to privacy & if needed the Meetings of the committee shall be held in camera.
4. The Protection officer, Institutional Care/Non Institutional Care and Legal cum Probation Officer shall note down every point of discussion as minute.

- .. Every CCI shall provide for a Complaint Box, which will be installed in a suitable place & key of the Box will be placed with concerned Superintendent. The Complaint box shall be opened only in the presence of members and during Meetings of Grievance Redressal Committee.
6. The Protection officer, Institutional Care/Non Institutional Care shall be designated as Grievance Redressal Officer at the District Level for the purpose of any complaint related to violence against children in CCIs& any other related issues of CCIs.
7. The Programme Manager, Child Protection shall be the State Grievance Redressal Officer at the State Level for the purpose of any complaint related to various infringement of rights of children in Homes especially violence against children in CCIs& any other related issues of CCIs.
8. The -CCIs/ DCPUs shall hold regular Meetings of Home Management Committee & Children's Committee on the 10th and 20th day of every month respectively.
9. The minutes of the Meetings of Home Management Committee & Children's Committee shall be collected by the District Grievance Redressal Officer and the DCPU under the supervision of DCPO shall analyze the minutes of all the above mentioned 3 Committees & shall prepare actionable points & shall share a copy of the same officially with the State.
10. The DCPO, assisted by District Grievance Redressal Officer shall be responsible to take proper action on the Action points so prepared at the District Level.
11. State Grievance Redressal Officer at the State Level shall present & apprise the Member Secretary about the compiled Report as received from the District Grievance Redressal Officers. The State Grievance Redressal Committee headed by the Member Secretary shall take appropriate actions on the actionable points and compulsorily sit on 30th day of every month. This day will be observed as State Grievance Redressal Day.
12. Every CCI shall hang a poster in vernacular language about Do's & Don'ts in a CCI including rights of inmates, Grievance Redressal Mechanism and Duties of inmates and functionaries.
13. A team headed by Programme Manager, of SCPS shall be constituted to draft Child Protection Policy for CCIs & the same should be notified by the Social Welfare Department, Government of Assam within a month from this day.
14. All District Child Protection Officers are requested to bring these instructions to the notice of the concerned registered CCIs & other district level functionaries. The Programme Manager and Programme officers of Child Protection, State Child Protection Society are requested to proceed with

monitoring of constitution of Grievance Redressal Committees in the CCIs with immediate effect.

15. The inmates are to be provided atleast two sets of Uniform per year (if they are required to stay for one year or more) and two sets of dresses (casual wears) for every half year. Casual wear may comprise as follows :

Boys: Shirt / T-shirt / Short pants / pants

Girls: Skirt / Top / Frock / Churidar

16. Any boy or girl on admission to a home should be immediately provided with a set of (casual wear including one pair of sandal) and two sets of (under garments) if they are required to stay for atleast three months.

17. Any inmate at the time of joining should be provided with the following:-

- One set of toiletries- one bath soap of 100 gms, One cloth washing soap of 50 gms, one toothpaste of atleast 50 gms, one comb, one toothbrush, one bottle of hair oil of atleast 100 gms, one bucket and mug.
- Each inmate shall be provided with atleast one bar of soap of atleast 100 gms on an individual basis. It has to be strictly ensured that no sharing of cloth including undergarments and toiletries amongst inmates shall be practiced.
- No sharing of bed mattress, bedding, pillows, utensils etc. amongst inmates shall be practiced.

18. In every Home a cleanliness committee shall be constituted comprising-

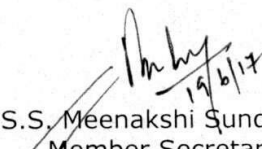
- | | | |
|-------------------------------|---|------------------|
| ➤ Superintendent/ Principal | - | Chairman |
| ➤ Counselor/Case Worker | - | Member Secretary |
| ➤ Accountant Cum Store Keeper | - | Member |
| ➤ At least 4 senior inmates | - | Member |
| ➤ Sweeper | - | Member |
| ➤ Cook | - | Member |
| ➤ Night Chowkidar | - | Member |

19. The Committee shall meet atleast once in a fortnight. Committee members shall inspect all aspect of cleanliness within the campus of the Home, including inmate's rooms, open space, kitchen, Dining Hall, medical ward and Garbage collection and disposal etc.

20. The Committee shall monitor and ensure regular supply quality and quantity of sanitary items (soaps, phenyl,) etc. brush, bleaching powder.

21. Every home should prepare an Annual Budget incorporating all requirements of expenditure under various heads. The Budget shall be reflected in the form of monthly requirements of fund. The budget for financial year shall be submitted at least ahead of the beginning of the financial year for consideration and approval by SCPS.

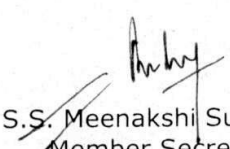
22. All the homes shall float the tender for dietary and non-dietary items and sanitary requirement by genuine for the forth coming financial year.
23. Joint Bank account shall be opened for each inmate jointly with the Superintendent / Principal where any monitory receipt in the name of the inmates shall be deposited during his / her stay in the home.
24. The Children's Committee in the Home as per JJ Act & norm shall be activated and meetings shall be held on a monthly basis & minutes thereof send to SCPS every moth's along with monthly progress report.
25. The Home authorities shall ensure that the inmates the provided adequate physical exercise through Physical Instructor / Yoga instructors.
26. No food items with any intoxicating content whatsoever (Alcoholic beverages etc) shall be brought inside the Home campus for consumption either by the inmates or caregivers whatsoever and the Superintendent/ Principal shall take strong action against such violations.


(Shri S.S. Meenakshi Sundaram, IAS)
Member Secretary
State Child Protection Society, Assam
Cum Director, Social Welfare, Assam

Memo No. SCPS (HC) 323/2016-2017/194-A
Copy to:

Dated, Guwahati the 19th June, 2017

1. The Additional Chief Secretary to the Govt. of Assam, Social Welfare Department , Dispur, Guwahati-6 cum Chairman, SCPS, Assam for kind information.
2. Secretary to the Govt. of Assam, Home & Political Department for information.
3. The Director, Directorate of Social Welfare, Assam, Uzanbazar, Guwahati for information.
4. ADGP (CID), Ulubari, Guwahati-7 for information.
5. The Superintendent, Govt. run Children Home for information & necessary action.
6. The DCPO, All district concerned.
7. The Superintendent, NGO run Children Home for information & necessary action.
8. The Superintendent, NGO run Specialized Adoption Agency (SAA) for information & necessary action.
9. Office file


(Shri S.S. Meenakshi Sundaram, IAS)
Member Secretary
State Child Protection Society, Assam
Cum Director, Social Welfare, Assam