**DAYAKIRANA ADOPTION CENTER**

**Month: JUNE**

**Checklist of Files/Registers maintained:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL.NO** | **NAME OF FILE/ REGISTER** | **REMARKS** | **SL.NO** | **NAME OF FILE/ REGISTER** | **REMARKS** |
| 1 | Staff Salary Register | At Head office | 2 | Food Issue Register (Lactogen And Slurry Power) | Maintained |
| 3 | Dead/Asset Stock Register | Completed | 4 | Master Register | completed |
| 5 | Cash Book | At Head office | 6 | Pap’s Counselling Register | Maintained |
| 7 | Vouchers | At Head office | 8 | Personal Files Of Children | Maintained |
| 9 | Receipt Book | At Head office | 10 | Immunization Book | Maintained |
| 11 | Staff File (Individual) | Maintained | 12 | Feeding Chart | Completed |
| 13 | Leave Records | Updated | 14 | Sanitary/Stationary Stock Register | completed |
| 15 | Movable Stock Register | Maintained | 16 | Sanitary/Stationary Issue Register | completed |
| 17 | Meeting Register | Updated | 18 | Visitors Book (For Official) | Maintained |
| 19 | Pap’s Register | Updated | 20 | Staff Attendance | Maintained |
| 21 | Adoption Committee Meeting Minutes | Maintained | 22 | Children Attendance | Maintained |
| 23 | Adopted Parents File | Maintained | 24 | Phone Register | - |
| 25 | PAP’s File | Maintained | 26 | Moment Register | Updated |
| 27 | Food Stock (Provision Items Stock) | Completed | 28 | Other Files Maintained | - |
| 29 | Food issue Register | Completed | 30 | Temperature check-up register | Daily Maintained |
| 31 | Children movement forms | Completed | 32 | Purchased Medicines | Not Purchased |
| 33 | Medicines bill | Maintained | 34 | Bills | - |
| 35 | Daily Nursing note s | Maintained | 36 | Medicine Procurement | Not procured |

**Adoption Data**

|  |  |  |
| --- | --- | --- |
| **SL.NO** | **PARTICULARS** | **NUMBER** |
| 1 | Number of Home Study Report (HSR) | 00 |
| 2 | Number of LFA | 01 |
| 3 | Number of new infants registered in CARA | 02 |
| 4 | Number of new PAP’s enrolled in CARA |  |
| 5 | Number of In-Country adoption | 00 |
| 6 | Number of Inter-Country Adoption | 01 |
| 7 | Number of Adoption Committee Meeting | 01 |
| 8 | Number of children in demand of Immediate Placement | 00 |
| 9 | HSR Revalidation | 01 |
| 10 | Follow up |  |
| 11 | Transferred to other SAA or CCI | 02 |

**DAYA-ASHY ANUPALANA GRUHA**

**Month: JUNE**

**Checklist of Files/Registers maintained:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL.NO.** | **NAME OF FILE/REGISTER** | **REMARKS** | **SL.NO.** | **NAME OF FILE/ REGISTER** | **REMARKS** |
| 1 | Master Register | Not Provided | 2 | Staff Salary Register | At Head Office |
| 3 | Asset Stock Register | Completed | 4 | Staff File (Individual) | Maintained |
| 5 | Children’s File (Individual) | Maintained | 6 | Leave Records | Maintained |
| 7 | Stationary stock Register | completed | 8 | Stationary Daily Issue Register | Completed |
| 9 | Sanitary stock Register | Completed | 10 | Sanitary Daily Issue Register | Completed |
| 11 | Visitor’s gate Register | Maintained | 12 | Children Movement gate Register | Maintained |
| 13 | Children Attendance | Completed | 14 | Staff Attendance | Maintained |
| 15 | Phone Handover Register | Completed | 16 | Phone Register | Maintained |
| 17 | Menu daily issue register | Completed | 18 | Provision Stock Register | Completed |
| 19 | Provision Daily Issue Register | Completed | 20 | Key Register | Maintained |
| 21 | Home Management Register | Maintained | 22 | Inspection Book | Maintained |
| 23 | Mess Member Register | Completed | 24 | Movable Stock Register | Completed |
| 25 | Provision Bill File | Maintained | 26 | Vegetable Bill File | Maintained |
| 27 | Stationary Bill File | Maintained | 28 | Sanitary Bill File | Maintained |