

DOCUMENTS FOR SHISHU GREH SCHEME (NEW CASE)

CHECK-LIST

- 1 State Government Recommendation
- 2 Inspection Report
- 3 Application Form
- 4 Budget Estimate
- 5 Audited Statement of Accounts (last 3 years)
- 6 Annual Report (last 3 years)
- 7 List of Children placed in Adoption along-with Name & ✓
Addresses of Adoptive Parents (last 3 years)
- 8 List of Staff Members
- 9 Registration Certificate & Other Certificates
- 10 Memorandum of Association
- 11 Rent Agreement ✓
- 12 List of Children present at Home with Date of Admission
- 13 License for In-country Adoption
- 14 List of Management Committee Members

SCHEME OF ASSISTANCE TO HOMES (SHISHU GREH) FOR CHILDREN TO PROMOTE IN-COUNTRY ADOPTION

1.1 The Government of India recognizes that the welfare of society, its growth and development depends to a great extent on the health and well - being of its children. The National Policy for Children recognizes that the nation's children are a supremely important asset and their nurture and solicitude is the responsibility of the nation.

1.2 It is indeed the joint responsibility of the society at large and the State to provide both institutional and non-institutional support to destitute children. Traditionally, our society has been providing support through charitable institutions and non-institutional activities like adoption, guardianship and foster care.

1.3 It is an accepted fact that the child develops best in his or her own cultural and social milieu. Thus placement of a child through adoption in an indigenous setting would be ideal for his or her growth and development. Inter-country adoption, i.e. adoption of Indian children by adoptive parents residing abroad, should be resorted to only if all efforts to place the child with adoptive parents residing in India prove unsuccessful. Generally, in all matters concerning adoption, whether within the country or abroad, the welfare and interest of the child should be paramount.

1.4 There is a need to have a Central Scheme under which assistance is provided to organizations, which are making efforts to rehabilitate children within the country through sponsorship, foster-care or adoption. There are very few organizations, which are working in this field, and on account of the paucity of funds, these are often not in a position to offer children to couples and families with limited income, as it is not possible to recover the cost of maintenance and other miscellaneous expenses from them.

- 1.5 A large number of children are abandoned or orphaned, these days for various socio-economic reasons viz., due to the changes in the traditional social structures and community support systems, on account of the pressures of modern day living or due to urbanization and industrialization. The children are thus left to fend for themselves in greater numbers. Therefore, the need for creating and setting up alternative support system in the community is very urgent. In order to encourage voluntary organizations to take on the responsibility for providing care, protection, nurture to the children and to find placement for them in families for ensuring their proper growth and development, it has been felt necessary to, strengthen the existing scheme for setting up Homes (Shishu Greh) for children in the age group of 0-6 in the country, preferably in rural areas.
- 1.6 Presently adoption is carried out in the country both formally and informally. Formal adoptions take place under the Hindu Adoption and Maintenance Act. Destitute and orphan children are also taken in guardianship under the Guardianship and Wards Act. In addition a large number of adoptions take place between families and relatives as also through the unofficial channels such as Nursing Homes etc. It has been noted that there is no single regulatory authority or act, which covers both formal and private adoptions. It is, therefore, felt that the State Governments need to play a more active role in order to ensure that adoptions take place only after proper documentation and scrutiny of the prospective parents has been done. The first step would be to make it mandatory for all State Governments to register Orphanages and Homes, which are active in the field of adoptions. The practice of Nursing Homes illegally passing on unwanted babies to families / couples should be severely dealt with. The presence of organizations both Government and Non-Government for care and protection of young children would create a conducive environment for adoption and lead to better awareness and increase social responsibility amongst citizens towards the need to encourage and promote adoption as a viable alternative for rehabilitating orphans and destitute children.

2 TITLE OF THE SCHEME

- 2.1 The title of the scheme may be read as "Scheme of Assistance to Homes (Shishu Greh) for Children to promote In-Country Adoption."

3 OBJECTIVES:

- 3.1 The main objectives of the scheme are
- (i) to regulate adoption within the country to ensure minimum standards in care of children(Broad minimum standard of Child Care Homes is at Annexure -I;)
 - (ii) to provide support for institutional care within the country for care and protection of infants and children up-to 6 years of age who are either abandoned or orphaned/destitute and their rehabilitation through in-country adoption and
 - (ii) to promote in-country adoptions.

4. COVERAGE, SCOPE AND ELIGIBILITY:

- 4.1 NGOs should be registered/ licensed with minimum 3 years experience in the field of child welfare and running an institution successfully. Relaxation may be given for North-Eastern States and for Jammu & Kashmir on merit. Only those organizations doing in-country adoptions are eligible for grant-in-aid. Institutions run by the Government will also be eligible for grant under the Shishu Greh Scheme. In case of Government Institutions, they should be permitted by the State Government to sponsor the rehabilitation of children through in-country adoptions. Placement Agencies recognized for inter-country adoptions by CARA will not be eligible for grant under the scheme. Such Agencies which are currently receiving grants may continue to do so for one more year during

which time they will have to arrange for the rehabilitation of the remaining children in the programme. No further grants will be given after 2001-02 to these agencies.

4.2 Priority should be given to organizations/orphanages, which are not receiving funds from any other sources..

4.3 For the purpose of the Scheme, children would mean children from 0-6 years.

4.4 Assistance under this scheme will be given to NGOs and Government Institutions which fulfill the following conditions:-

- a) It should be registered with the State Government under the Orphanages and other charitable Homes (Supervision and Control) Act, 1960 or any other Act / Rule / Law as may be prevalent in the State.
- b) It should be registered under the Societies Registration Act, 1860.
- c) A public trust registered under the law for the time being in force:
or
- ✓ d) A government run Institution/ Home for children as defined in Para 4.1.
- e) Any other organization, which may be approved by the Secretary, Ministry of Social Justice and Empowerment.

PROGRAMMES & ACTIVITIES

Grant -in Aid will be provided for a unit of 10 infants whose number may fluctuate depending on progress of adoption cases. Grant-in aid will be liable to be cancelled if the organization does not show satisfactory adoption activity in a given year. A Minimum of 10 children should be

placed in In-country Adoption within 2 years period. If within 2 years of its stay in the Home, a child is not offered in adoption, he/she should be transferred to any other Orphanage/Home/recognized Placement Agency with the prior permission of CARA. Shishu Grehs will provide list of available children to the nearest VCA every month, which will refer Adoptive Parents in waiting lists maintained by it or other VCAs to the Shishu Greh.

5.2. State Governments should -

- 1) take action to enact or implement legislation/provision for licensing and monitoring of orphanages(both Govt. and private) including Shishu Greh. ✓
- 2). Maintain a list of all orphanages, Shishu Grehs, adoption & placement agencies.
- 3) Ensure channelization of adoption of children through recognized ✓ institutions and not from hospitals, nursing homes, etc.
- 4) Keep vigil constantly and monitor and supervise the functioning of the organization and send a report, at least once a year to CARA.

3 Keeping in mind the primary objective of providing shelter for destitute infants, such organizations can undertake the following activities:-

- a) Opening of Homes for destitute infants in the age group of 0-6 years with the strength of 10 children with a view to finding adoptive families for them. Such destitute infants could be abandoned/surrendered who are legally free for adoption.
- b) Homes, which are already running on funds available from other sources, can also apply for separate grants for specific purposes such as purchase of medicines and utensils, library books, cradles, mattresses, learning materials, which could include toys also.

c) Such other activities as may be specified by the Ministry in accordance with the objectives of the scheme.

5.4 The organizations are permitted to charge a maintenance fee of Rs. 1,500/- per child per month from the adoptive families from the date of acceptance of the child till final orders of adoption. A statement of such charges received from adoptive families will have to be included in the application for continuing grants and wherever applicable the same will be deducted from the maintenance allowance included in the grant.

5.5 Adoptive parents capable of making full payments including Court fees and other legal expenses should be encouraged to refund these to the organization.

6 Admissible items

The admissible items under the scheme include:

- a) Rent for the building in which the project is being run as per Scheme norms.
- b) Purchase of furniture as per Scheme norms.
- c) Purchase of non-recurring items as per Scheme norms.
- d) Honorarium to admissible staff on Scheme norms.
- e) Maintenance grant of children including food, clothing, soap, oil, education, transportation, medicine, honorarium to doctors as per Scheme norms.
- f) Education including material for use in learning skills and creating awareness as per Scheme norms.
- g) Stationery as per Scheme norms.

h) Contingencies, which includes TA/DA and other such expenditure as per Scheme norms.

i) Payment of legal expenses as per Scheme norms.

The above is not exhaustive but merely an illustrative list of items for which assistance may be provided. The Ministry may provide assistance for any other item connected with the activities referred to in Para 5 above.

FINANCIAL PROVISION:

The total outlay for one home is estimated to be as below:

Recurring Expenditure :

(In Rupees)

S. No.	Particulars of Staff	No.	Salary per Month	Annual Expenditure Consolidated
1	2	3	4	5
1.	Superintendent	One	Honorary	Nil
2.	Nurse (female)-cum-Supervisor	One	5,500/-	66,000.00
3.	Ayas (*)	Six	2,000/-	1,44,000.00
4.	Social Worker-cum-Assistant	One	5,500/-	66,000.00
5.	Doctor (part-time) to visit home at least thrice a week for checking.	One	3,000/-	36,000.00
6.	Chowkidar	One	2,000/-	24,000.00
Total (1 to 6)				3,36,000.00
i)	Maintenance grant of ten (10) Children @ Rs. 1,500 per child per month to cover expenses on food, clothing, soap, oil, education, transportation, medicines, electricity and water charges of office, play materials etc.)			1,80,000.00
ii)	Rent (up to Rs. 4,000/- p.m.)**			48,000.00

- (iv) Payment of legal expenses to the advocate engaged in adoption case @ Rs. 1,500/- per child in case the adoptive Indian parents are not in a position to pay subject to a maximum of 10 children. The sanction will be based on actual No. of adoptions and production of Lawyer's receipt. 15,000.00
- (v) Awareness campaign through posters, meetings with prospective parents, participation in workshops etc. 15,000.00
- (vi) Contingency 14,000.00

Total (i) to (vi)	6,08,000.00
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B Non-Recurring Expenditure (One time grant only)

(In Rupees)			
S.NO.	PARTICULAR	NO.	AMOUNT
I	Table double size drawers @ Rs. 3,000/-	One	3,000.00
II	Chairs @ Rs. 200/- each	Five	1,000.00
III	Steel Almirahs @ 5000 each	Two	10,000.00
IV	Cradles for babies with mattress @ Rs. 3000/- each	Ten	30,000.00
V	Steel Cot Rs. 3,000/- each	Two	6,000.00
VI	Misc. equipment's for Kitchen		5,000.00
Total (I to VI)			55,000.00

Grand Total (A + B)	Rs. 6,63,000.00
Less 10% (Organization's Share)	Rs. 66,300.00
NET GRANT (90% GOVERNMENT'S SHARE)	Rs. 5,96,700.00

THE ABOVE PATTERN IS FOR A SINGLE UNIT OF 10 CHILDREN.

(*) Provision of 6 Ayas (4 Ayas for 10 children and one more Aya for every addition of 5 children with maximum of 20 children).

(**) Maintenance charges up to a maximum of Rs. 10,000/- per annum for a rented building and up to a maximum of Rs. 20,000/- per annum for a

self owned building subject to production of receipts and an upper ceiling of Rs. 6.00 lakhs of the over all grant-in-aid.

8 FUNDING PATTERN:

8.1 Financial assistance to Homes would be granted in the ratio of 90:10 i.e. the Government of India would provide grant to the extent of 90% and the remaining 10% would be met by the Organization of its own. As regards, Government Run Institution 100% grant would be provided to them subject to a ceiling of Rs. 6,00,000/- in a financial year.

9 PROCEDURE:

9.1 Any Government Run Institution or private Child Welfare Organization engaged in adoption activities desirous of applying under this scheme should send its application in the prescribed application form (**Annexure-II**) through the concerned State Government to the Secretary, Ministry of Social Justice & Empowerment, Government of India, West Block-8, 2nd Floor, Wing-II, R. K. Puram, New Delhi- 110 066. Fresh Grant-in-aid will be effective only from the date of sanction and no retrospective grants will be released. All grant-in-aid both for new and ongoing projects will have to be approved and sanctioned by the Ministry of Social Justice & Empowerment.

9.2 The grants will be released to the organizations in two half-yearly installments.

9.3 Since this scheme is of sensitive nature, it is desirable that only reputed voluntary organizations may be given aid under this scheme. All new cases have to be recommended by the concerned State government.

9.4 The first installment will be released as soon as possible for the year to which the application pertains. The second and last installment will be released on

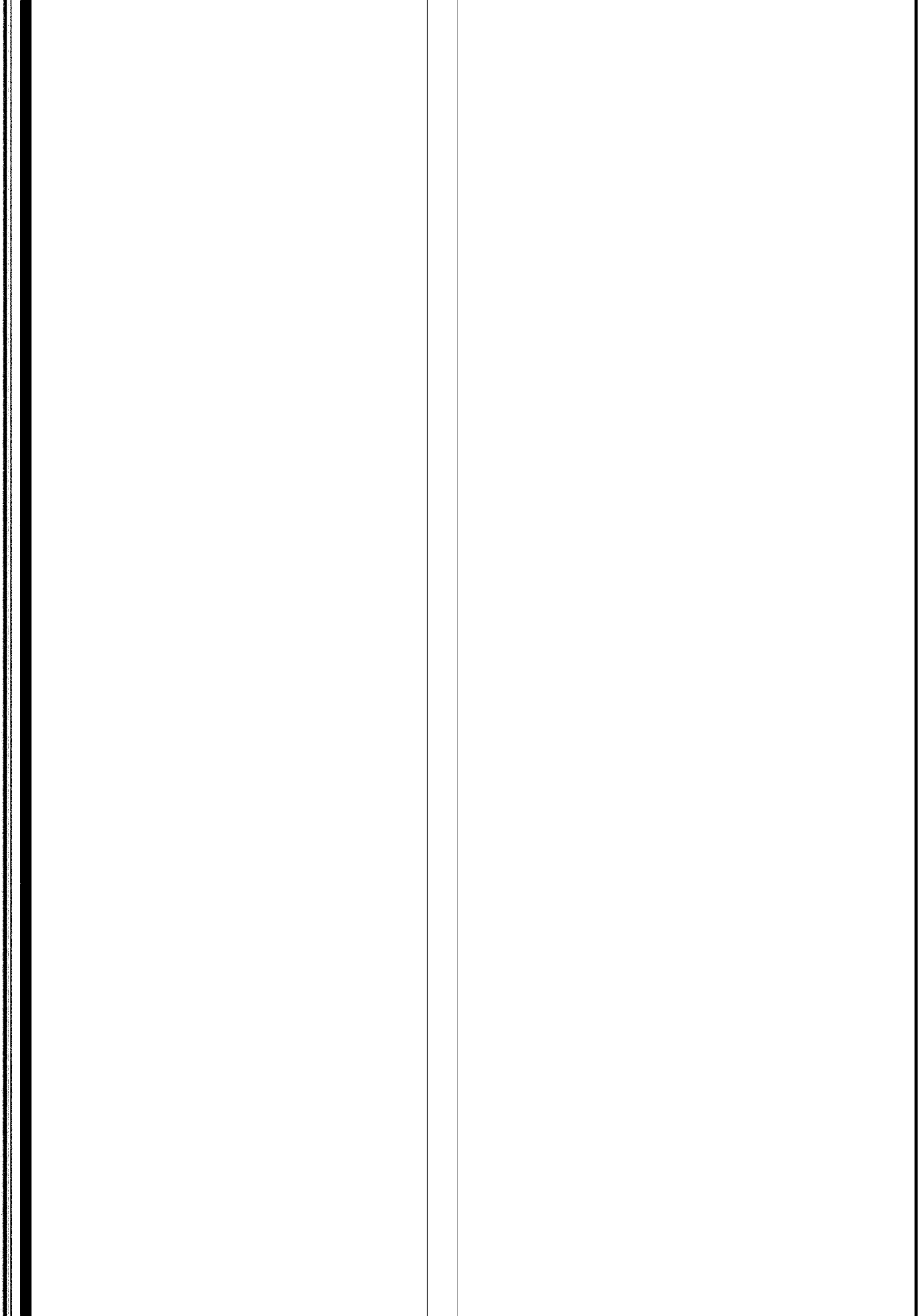
the basis of the performance of the organization in the field of Ind. Adoption, submission of audited statements of accounts for the proceeding financial year, un-audited accounts of the first installment of the grant, submission of utilization certificate of grant released and on the specific recommendation with inspection report of the State Government concerned.

10 Bond

The organization will execute before a grant is released an agreement bond to the effect that in the event of its failure to abide by any or all the conditions stipulated in the sanction order, organization shall refund with interest thereon the whole or such parts of the grant as the Ministry of Social Justice & Empowerment may decide. Further, the organization will also be liable to refund any unutilized portion of the grant to the Government of India failing which the same shall be adjusted in subsequent grants.

11 Accounts

- a) The organization will open a separate Bank Account as well as maintain a separate account of the grants received under the scheme which shall be open to inspection by any officer or agency deputed by the Government of India or State government for the purpose. These shall also be open to test check by Comptroller & Auditor General of India at his discretion.
- b) A register of assets will also be maintained by the organization for all items and above, purchased under the grant.
- c) At the close of each financial year, a detailed statement of accounts along with utilization certificate will have to be submitted by the organization to the Government of India.



12 MONITORING & EVALUATION:

- 12.1 In order to ensure that the objectives envisaged under the scheme are pursued and realized there will be need for constant monitoring of both physical and financial achievements. The Central government will evaluate the performance of the Organizations in the field of In-country adoption from time to time. The concerned State Governments will also get the periodic inspection of the organizations done and send a report on their performance to the Central government, Ministry of Social Justice & Empowerment. Besides, State Government's inspection, CARA and Ministry may also send their own officers for special inspections from time to time or designate specific nodal agencies such as Voluntary Coordinating Agencies before releasing any grant. Two percent of the total budget can be utilized for monitoring and evaluation purpose.
- 12.2 The organizations shall furnish to the Central Adoption Resource Agency (CARA), Ministry of Social Justice & Empowerment, the half-yearly progress report on its activities. At the close of the financial year the organizations shall also submit the Annual Report of the activities undertaken during the year.

MINIMUM STANDARDS IN CHILD CARE HOMES

1. The Organization must have adequate staff for child care, preferably in the ratio of 4:1 for children below 1 year, 6:1 for children in the age group of 1 to 3 years, and 8:1 for older children.
2. Physical Facilities
 - Physical surroundings in which the children are cared for must be clean. Sanitation and hygiene maintained at the agency must be adequate, since a majority of children at the institution are small and suffer from numerous ailments.
 - Good lighting, ventilation, adequate space must be mandatory.
 - Walls and surroundings must be bright and stimulating. Often the walls are white and drab and there is a stark absence of toys or colourful objects for children.
3. Medical Facilities
 - Regular medical inspection must be done, preferably every alternate day by a registered medical practitioner who is a qualified and experienced pediatrician. The child specialist is best trained to diagnose and treat children who are at risk and highly vulnerable.
4. Recreational and educational Facilities
 - Recreational facilities should be provided to the children of the home, especially play activities for the children.
 - For children between 3 to 6 years basic non- formal educational facilities should be provided.
5. Counseling Services
 - Each Organization must provide counseling services to prospective adoptive parents. All Indian couples / individuals desirous of being registered should be accommodated and a list of such couples / individuals should be sent to local VCA. Proper records in this regard must be maintained by the Organizations.
6. The Organizations should fulfill all the requirements of the Act under which license is being granted to them.

REGISTRATION CUM MONITORING FORM FOR GRANT-IN-AID FOR ORGANISATIONS UNDER THE SCHEME OF ASSISTANCE TO HOMES (SHISHU GREH) FOR CHILDREN TO PROMOTE IN-COUNTRY ADOPTION

(for 1st Installment and New Cases)

PART-A

1. Financial year for which grant-in-aid is applied :
2. Name of the Organisation : _____

3. Address of the Organisation : _____

(STD Code) Tel No. _____ (STD Code) Fax No. _____ E-mail _____ GRAMS _____

4. (a) Date of commencement of the Sishu Greh :
- (b) Year of commencement of Grant-in-aid from G.O.I. for the Sishu Greh : _____
- (a) Name of the Act, under which registered Reg. No. (please attach a photocopy) : _____
- (b) Date of Registration of the Organisation :
- (a) Act under which Licensed: Lisc. No. (Please attach a photocopy) : _____
- (b) Licensing Authority : _____
- (c) Validity Period :
- (d) Complete Address of location/locations where programme/scheme is being implemented : _____

(STD Code) Tel No. _____ (STD Code) Fax No. _____ E-mail _____ GRAMS _____

(b) Nearest Railway Station/Bus stand/ Air-Port :

8. Whether building is OWNED RENTED ON LEASE DONATED
 (if rented enclose a copy of rent agreement)
 (Please indicate ✓ against appropriate box)

9.(a) Is the building being utilized exclusively for this program ? :

(b) If no, provide details of usage :

10.(a) Area of building (in Sq. meters) : Sq. Meter

(b) Number of rooms :

(c) Average floor area allowed to each Child for sleeping :

(d) Whether cots are used or whether children Sleep on floor :

11. Registration under Foreign Contribution Act, :

12. Memorandum of Association and Bye-Laws (Please attach a photocopy) :

13. Name and Address of the Members of the Board of Management /Government Body. (Date on which it was last constituted and for which period) :

14. Whether separate project-wise accounts have been maintained for grants sanctioned earlier? : Yes No

15. Whether principle of joint operation of banks Accounts is being followed? / (Separate Bank Account Should be maintained) : Yes No

16. Details of bank accounts in which grant-in-aid released during previous financial year :

Sl No	Grant-in-aid for financial year	Sanction letter number	Dated	Recurring Amount	Non-recurring Amount	Bank A/c No.	Name and address of Bank/ Branch	Person Operating the joint Account
1.								
2.								

Whether the statements of accounts are submitted along with the application :-

Audited

Un-audited

(Please indicate \checkmark against appropriate box)

18. The amount of support sought from the Ministry for recurring grant-in-aid

(a) **Recurring**

(b) **Non-recurring**

(c) **Total**

19. Details of the scheme for which the grant-in-aid is being applied

20. No. of cases wherein legal expenses were incurred (enclose receipts for the fees paid)

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION FOR 1ST INSTALMENT

21. Whether List of Beneficiaries and Number of children place in adoption enclosed :

Yes No

22. Whether list of Members of the Board of Management / Governing body enclosed :

Yes No

23. Whether details of staff enclosed (appendix I) :

Yes No

24. Whether rent agreement enclosed :

Yes No

25. Whether Registration certificate is enclosed :

Yes No

26. Memorandum of Association and Bye-laws :

Yes No

27. Whether the receipt of the fees paid for legal expenses are enclosed :

Yes No

28. Accounts in 4 parts for the project for which grant-in-aid is sought and for the organisation as a whole.

(i) Income & Expenditure Statement :

Yes No

	Receipt & Payments Statement	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii)	Balance Sheet	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv)	Auditors Report	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29.	Activity / Annual Report of The Organisation for the previous year			
(i)	Budget Estimates for the project for current year	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii)	Details of Beneficiaries on Form-I	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii)	Details Managing Committee on Form-II	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv)	Details of Employee on form-III	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(v)	Memorandum of Association/bye-laws/ Articles	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30.	Utilization Certificate in respect of grants released in the previous year	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31.	List of additional paper if any given	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note 1 : In the case of new projects accounts should be audited and the accounts submitted for the last three years. In addition to the above documents please enclose the following :-

- a) Accounts should be audited and Accounts submitted for the last 3 years.
- b) Progress Report for the last 3 years.
- c) List of beneficiaries and No. of children placed in adoption for last 3 years.
- d) State Government recommendation alongwith an Inspection Report.
- e) Annual Report for the last 3 years.

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the best of knowledge and belief of the office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated _____ to Verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & Empowerment, Govt. of India.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions: -

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of utilized for purposes other than those for which the grants are given. Should the organization cease to exist at any time, such properties shall revert to the Government of India.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- (d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- (e) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (f) The organization will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines for NGOs only.
- (g) The organization agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organization in accordance with instructions issued by the Government of India from time to time.
- (h) It is hereby certified that no grant is being received for the same project from any other (Government / private/ foreign) sources.

Note : wherever not applicable, specially in case of new organisations, please write - N.A.

Yours faithfully

Signature of the Authorised Signatory

Name :
Designation :
Address :
Date :
Office Stamp :

SISHU GRAH
(Beneficiaries list)

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme :

(A) DETAILS OF BENEFICIARIES (LIST OF CHILDREN IN THE HOME)

- I. Name of the Organisation
- II. Name and address of the Project
- III. Year (previous year)

S. No.	Name of the Child	Sex		Date of Birth	Age 0-6 years
		Male	Female		
	(1)	(2)	(3)	(4)	
1					
2					
3					

(B) LIST OF CHILDREN PLACED IN ADOPTION

S. No.	Name	Sex	Date of Birth	Date of Admission	Status of Intake (Surrendered/ Abandoned)	Name & Address of the Adoptive Parents	Whether the child is in foster care (date on which the child was given in foster care)	Date of Adoption	Court Order No.
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PART-C

FORM GFR 19

(See Government of India's Decision (7b) under Rule 149 (3)
Assets acquired wholly or substantially out of Government grants
Register Maintained by grantee institution
Block Account maintained by Sanctioning Authorities

Name of Sanctioning Authority.....

1.	_____
2.	_____
3.	_____
4.	_____

S. No.	Name of Grantee Institution	No. and date of sanction	Amount of the sanctioned grant	Brief purpose of the grant	Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanctioned	Particulars of assets actually acquired	Value of the Assets as on _____	Purpose for which utilised at present	Encumbered or not	Reasons if encumbered	Disposed off or not	Reason and authority, if any, for disposal	Amount released on disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Place:

Date:

Signature:

Name of Secretary/President:

Seal of organisation

Note: In case there is no change from the previous year a photocopy of the statement of the previous year be furnished with the following statement "No change from the year _____".

Signed

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

APPENDIX-I

The Scheme

DETAILS OF THE STAFF EMPLOYED

Previous Year

Name of the Organization

Name and address of the project

Year

Name and Address	Educational qualification	Date of appointment	Period for which which employed during the year	Salary per month	Total salary paid during the year	Remarks
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I (Current Year) (i) Only notify change from the previous year:

(ii) in case there is no change in Part I from the previous year, please certify as follows:

"No change in Staff particulars from the previous years".

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

APPLICATION FORM FOR 2ND INSTALMENT

(To be submitted in duplicate)

Name of the Scheme : _____

ORGANISATION

Name * : _____

Complete Address of location/locations:
where programme/scheme is being
implemented _____

(STD Code) Tel No. _____ (STD Code) Fax No. _____ E.Mail _____ GRAMS _____

Grant-in-aid applied for:

	Recurring	Non-recurring
1. Applied in the current year		
2. Received as 1 st Installment		
3. Applied for 2 nd Installment		

Annual Report of the previous year : _____

Audited statement of Account of previous year:

I. Receipt and Payment statement, : _____

II. Income & Expenditure Statement : _____

III. Balance Sheet : _____

IV. Audited utilisation certificate with
Item wise expenditure as per the
sanctioned items of grant : _____

State Government recommendation along
with Inspection Report : _____

Assets acquired wholly or substantially
Out of government grants under GFR 19 : _____

15

assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time, such properties shall revert to the Government of India.

- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purposes, the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
- (d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- (e) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (f) The organization will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines for NGOs only.
- (g) The organization agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- 1) It is hereby certified that no grant is being received for the same project from any other (Government / private/ foreign) sources.

Yours faithfully

Signature of the Authorized Signatory

Name :
Designation :
Address :
Date :
Office Stamp :

PART-C

FORM GFR 19

(See Government of India's Decision (7b) under Rule 149 (3)
Assets acquired wholly or substantially out of Government grants

Register Maintained by grantee institution
Block Account maintained by Sanctioning Authorities

Name of Sanctioning Authority.....

1
2
3
4

1 S. No.	2 Name of Grantee Institution	3 No. and date of sanction	4 Amount of the sanctioned grant	5 Brief purpose of the grant	6 Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanctioned	7 Particulars of assets actually acquired	8 Value of the Assets as on _____	9 Purpose for which utilised at present	10 Encumbered or not	11 Reasons if encumbered	12 Disposed off or not	13 Reason and authority, if any, for disposal	14 Amount released on disposal	15 Remarks

Place:

Date:

Signature:

Name of Secretary/President:

Seal of organisation

Note: In case there is no change from the previous year a photocopy of the statement of the previous year be furnished with the following statement "No change from the year _____".

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

APPENDIX-I

The Scheme

DETAILS OF THE STAFF EMPLOYED

Previous Year

Name of the Organization

Name and address of the project

State

Year

Name and Address	Educational qualification	Date of appointment	Period for which which employed during the year	Salary per month	Total salary paid during the year	Remarks
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I (Current Year) (i) Only notify change from the previous year:

(ii) in case there is no change in Part I from the previous year, please certify as follows:

"No change in Staff particulars from the previous years".

PROFORMA FOR INSPECTION REPORT FOR THE SCHEME OF ASSISTANCE TO HOMES
(SHISHU GREH) FOR INFANTS FOR PROMOTING
IN-COUNTRY ADOPTION

1a. Name and complete address of the Organisation : _____

Fax _____ E-mail _____
Gram _____ Pin-code _____
Tel. No. _____ STD No. _____

Location of the Sishu Greh with address : _____
of the _____ : _____

Name of the Act under which Registered :

Registration No. and Date :

Whether the Institution is recognised by Directorate of Social Welfare/Women and Child Development (Please specify) :

Date of Last Inspection : _____

Date of Present Inspection : _____

5 Composition of the Inspecting Team

Team Composition	Name	Designation	Agency represented with address	Signature
1. Team Leader				
2. Member				
3. Member				
4. Member				

6 Aims and objectives of the organisation :

Nature of Programmes/Services of the organisation :

Aims and objective of adoption programme/ Shishu Greh :

Services provided under adoption programme/ Shishu Greh (ascertain information) :

Counseling blind parents/adoptive parents :

Restoration of children :

Maintenance of children :

Stimulation activities for children :

e) Medical check-ups/emergency medical services

f) other activities

10 Staffing pattern

S. No.	Name/Designation of the staff member	Qualification	Salary	Date of appointment	Remark

Is the staff getting salary as per receipts?
(Report in detail if there are any discrepancies)

Accommodation

Whether building is on RENT or ON LEASE:

 Yes No

If 'Yes' indicate the name and full particulars of Owner or Lessor

 Yes No

Is the building space adequate enough to run the Project/Home

 Yes No

(d) Whether the accommodation is used for any other purpose

Yes

No

13 Performance of the agency/institution

[Empty box for performance details]

a Number of children in the institution at present

[Empty box for number of children]

b Number of Children under Special Needs, if any

[Empty box for special needs]

c Number of children legally free for adoption

[Empty box for legally free children]

d Number of children placed in in-country and inter-country adoption?

[Empty box for adoption statistics]

14 Does the agency have a record of the efforts being made by it for locating Indian parents for its children.

[Empty box for record of efforts]

Financial Aspects

Grants-in-Aid received from State Govt./ Central Government

Yes

No

Whether the grant has been utilised for the purpose for which it was sanctioned?

Yes

No

Whether the Institution is receiving grant from other sources? If so, give details

Yes

No

Whether principle of joint operation of banks accounts is being followed?

Yes

No

What are the principal source of funds of the organization

- I. Central Government
- II. State Government
- III. Central Social Welfare Board
- IV. Indian & International agencies
- V. Private donations
- VI. Contributions received from enlisted agencies/adoptive parents
- VII. Other sources of income to the agency/
Institution such as community contributions

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

(f) Comment on the Organization's capacity for additional resource mobilization

(g) Concessions/Exemptions for the funds received by the organization

(h) Budget estimate for grant-in-aid sought during the current year.

(i) Financial assistance expected from the State Govt./Central Govt. during the current year. (Please state the purpose of the assistance, giving in detail the rationale for the assistance.

Purpose of grant-in-aid expected from other departments. If so give details

(j) Whether all the registers, accounts and documents are maintained properly? Please scrutinize the following.

Admission register of children (all details including date of admission date of birth, relinquishment deed, photograph of the child etc.)

Yes	No
-----	----

Team C ... ure accomm
any other purpose

13 Performance of $\frac{1}{2}$
110

Children present	Yes	No
... delivered	Yes	No
... ance of	Yes	No
... on	Yes	No

a Number of ...
at present

b Number
if any

ained:-

c N	Yes	No
-----	-----	----

d Finance Register

Yes	No
-----	----

ii. Cash Book

Yes	No
-----	----

iii. Expenditure

Yes	No
-----	----

iv. Annual Budget

Yes	No
-----	----

Register for Consumable items

Yes	No
-----	----

Register of Assets

Yes	No
-----	----

Ledger

Yes	No
-----	----

Payment Register

Yes	No
-----	----

Audited Statements

Yes	No
-----	----

Yearwise records of Minutes of G.M.

Yes	No
-----	----

Whether proper and up to date records of
funds received and expenditure incurred
has been maintained

Yes	No
-----	----

17 Whether composition of Managing Committee is enclosed

Yes

No

18 Other aspects to be observed

(a) Admission procedures

[Empty box for admission procedures]

(b) Assessing whether institutionalized children are legally free for adoption/having special needs children (specify handicapped/medical etc.)

[Empty box for assessing institutionalized children]

(c) Efforts made by the agency/institution to promote in-country adoptions.

[Empty box for efforts to promote in-country adoptions]

(d) Other non-institutional measures for rehabilitation of children.

[Empty box for other non-institutional measures]

(e) Legal expenses for processing the case

[Empty box for legal expenses]

(f) Charges for in-country & inter-country adoptions.

[Empty box for charges for adoptions]

(g) Problems encountered in procuring birth certificate, escort of the child, passport /visa etc.

[Empty box for problems encountered]

Mechanism of follow-up of children placed in adoption/other non-institutional services.

[Empty box for mechanism of follow-up]

In case of disruption of family, steps taken.

[Empty box for steps taken in case of family disruption]

Whether the institution fulfills conditions as stipulated under rules, regulations, grants to Social Welfare Institutions

[Empty box for whether institution fulfills conditions]

Recommendations for grant-in-aid taking in view deficit/further activities to be taken etc.)

[Empty box for recommendations for grant-in-aid]

19 The following checks may be made :

- i) check the entries made on the grants received from the Ministry
- ii) check whether the same has been deposited in their Bank accounts
- iii) check the Bank passbook entries to corroborate on entries made as at Sl. No (i)
- iv) check on the pay bill register
- v) enquire from those on payroll about disbursement of pay and amount received
- vi) whether subsidiary accounts of the government grant is maintained as required by GRF.150

20 Does the Organisation net-work with other Organisations to meet the gap in facilities in their own institutions. Please give details

21 Where any beneficiaries/staff interviewed by the Inspection officer? If so please give brief details.

22 Comments of the Inspection Team on the functioning/implementation of the Scheme:

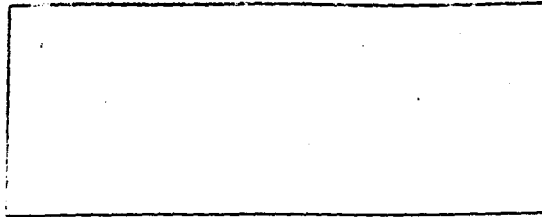
23 Specific suggestions by the Inspection Team for the improvement in conducting the programme etc

Recommendation of the Inspecting Team on the continued support of the grant with specific reference to the relevant years

3

Any other information:

25



Name of the Visiting Officer
and other Members of the
Inspecting Team

Date of Visit.
