

# **Scheme for Welfare of Working Children in Need of Care and Protection**

## **Objective:**

Provision of opportunities including non-formal education, vocational training, etc, to working children to facilitate their entry/re-entry into mainstream education in cases where they have either not attended any learning system or where for some reasons their education has been discontinued with a view to preventing their continued or future exploitation.

## **Target Group:**

The programme will lend support to projects in urban areas, not already being covered by the existing schemes of the Ministry of Labour, which provide support for the wholesome development of child workers and potential child workers especially those who have none or ineffective family support such as children of slum/pavement dwellers/drug addicts, children living on railway platforms/ along railway lines, children working in shops, dhabas, mechanic shops etc., children engaged as domestic workers, children whose parents are in jail, children of migrant labourers/sex workers, leprosy patients etc.

## **Programme Component:**

The programme will focus on measures such as [a] facilitating introduction to/return to the mainstream education system as children at study are not children at work, [b] counseling to parents, heads of families, relatives of the targeted children so as to prevent their exploitation, and [c] give vocational training wherever necessary.

The programme will be implemented through composite centre for providing any/all activities as indicated above. ( Pattern of assistance at Annexe-I)

## **Eligibility for Assistance.**

Non-Governmental Organisations meeting the following requirements are eligible for assistance under this programme:

- [a] It is a registered body under an appropriate Act for at least two years so that it gets a corporate status and a legal personality and a group liability is for its activities.
- [b] It has an appropriate administrative structure and a duly constituted managing/executive committee.
- [c] The aims and objects of the organisation's Memorandum of Association should include the basic objective of this scheme, viz., the welfare of child; and
- [d] The organization is initiated and governed by its own members on democratic principles, without any external control.

- [e] The organization shall not run for profit to any individual or a body of individuals and shall take an undertaking to submit periodically and punctually reports and returns as prescribed from time to time by the Government [Ministry of Social Justice and Empowerment].

### **Inspection and Audit:**

The Ministry from time to time will specify the nature, type and periodicity of the inspection and the agency which will be designated to carry out the inspection. The entire expenditure on this account will be borne by the Ministry of Social Justice and Empowerment from within the budget allocation for this programme. The audit of the organization will be carried out as per Government of India's rule in this regard from time to time.

### **Monitoring and Evaluation:**

The programme will be monitored by way of regular inspections as detailed above. They will also be evaluated from time to time on the basis of their impact on the target group. The number of children who have actually been inducted into the mainstream education system through bridge education and also number of parents who have actually withdrawn their children from a working life as a result of the project will be ascertained over a period of time and shall be taken as a parameter for ascertaining the efficacy of the programme.

The programme will be evaluated after a year and the findings will be shared with the Ministry of Labour and Ministry of Human Resource Development (Departments of Women and Child Development and Elementary Education & Literacy) and modifications will be made in the scheme, if necessary.

### **Release of Grants in aid:**

- [1] The grant will be released to selected organizations in two equal half yearly instalments. The first installment (50 percent) will be released as soon as possible for the year to which the application pertains. An audited statement of accounts and the performance report for the previous year shall, however, be required before the second installment is released. An organization shall before it receives assistance from the Government of India execute a Continuity Bond valid for 5 years in the prescribed proforma to the effect that in the event of its failure to comply by and or all the conditions of the grant shall be liable to refund the whole or such part of the grant as the Government may decide with interest thereon. (General terms and conditions for release of grant-in-aid at Annexe-II)
- [2] Should the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant to the Government of India.
- [3] The organization must exercise reasonable economy in expenditure on approved items.

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- [4] The organization shall maintain a record of all assets acquired wholly or substantially out of government grant. Such assets shall not be disposed of, encumbered or utilized for purpose other than those for which the grants were given without prior sanction of the Government of India.
- [5] The organization will also submit to the Ministry a statement showing the equipment purchased out of the assistance with its price.
- [6] An organization applying for the grant under the scheme will have to enclose with their application, certificates from the Ministry of Labour and Department of Elementary Education & Literacy that they have not already received or are expected to receive a grant from some other official sources for the purpose for which the application is being made under this scheme. If it is found at a later date that the organization had withheld or suppressed information regarding the grant from other sources, the grant from Government of India may be cancelled, reduced or the organization may be asked to refund the grant already paid to it.
- [7] The organization should have its own organizational budget for the year for which it proposes to apply for assistance.
- [8] The service of the organization should be open to all citizens of India without distinction of religion, race, caste, language or any of them.
- [9] The organization shall be open to inspection by an officer of the Central Government and the State Government or a nominee of these authorities.
- [10] The organization shall furnish to the Ministry of Social Justice & Empowerment such information as the Ministry may require from time to time.

**NB: Application format for proposals are as given in "Annexure-III".**

**COMPOSITE CENTRE FOR PARENTAL COUNSELLING, CHILD GUIDANCE, BRIDGE EDUCATION, VOCATIONAL TRAINING AND ADVOCACY/AWARENESS GENERATION (FOR 100 CHILDREN)**

**1. Recurring**

		<b>Honorarium/ Assistance Rs./Month</b>	<b>Honorarium/ Assistance Rs./Year</b>
<b>(A) Assistance towards Recurring Expenditure</b>			
1.	Medicines @ Rs. 50 per child per month	Rs. 5,000	Rs. 60,000
2.	Nutrition (1 meal per day @ Rs. 100 child/month	Rs. 10,000	Rs. 1,20,000
3.	Stipend for trainees @ Rs. 100/trainee/month	Rs. 10,000	Rs. 1,20,000
4.	Assistance for;		
	(a) Vocational training Material @ Rs. 100/trainee/month	Rs. 10,000	Rs. 1,20,000
	(b) Material for bridge education @ Rs. 50/child/month	Rs. 5,000	Rs. 60,000
5.	Contingencies (Electricity, Water Charges, Stationery, etc.)	Rs. 2,500	Rs. 30,000
6.	Rental (as per actual subject to the following ceiling		
	A Class Cities	Rs. 5,000	Rs. 60,000
	B Class Cities	Rs. 3,500	Rs. 42,000
	C Class Cities	Rs. 2,500	Rs. 30,000
	<b>Total (A)</b>		
	A Class Cities	Rs. 47,500	Rs. 5,70,000
	B Class Cities	Rs. 46,000	Rs. 5,52,000
	C Class Cities	Rs. 45,000	Rs. 5,40,000

**(B). Assistance for Full-time Service Providers**

		<b><u>Qualification/Experience</u></b>		
1.	Psychologist/Counsellor (2 @ Rs. 4200 P.M) (1 for every 50 children and their families)	Graduate in Psychology/Social Work. (E) MA in Psychology/Social Work (D)	Rs. 8,400	Rs. 1,00,800
2.	Vocational Instructors (2 @ Rs. 4000 P.M) (1 for every 50 children)	Diploma/Certificate in relevant trade. (E) 3 years experience in the relevant trade (D)	Rs. 8,000	Rs. 96,000
3.	Helpers (2 @ Rs. 2800 P.M.) (1 for every 50 children)	5 years practical experience in the relevant trade (E) 8 <sup>th</sup> Standard (D)	Rs. 5,600	Rs. 67,200

4.	Bridge Educators (4 @ Rs., 2800 P.M.) (1 for every 25 children)	Intermediate or Equivalent (E) Graduate (D)	Rs. 11,200	Rs. 1,34,400
5.	Social Worker (1 @ Rs. 3500 P.M.)	BSW/Sociology (E) 2 years experience of social work (D)	Rs. 3,500	Rs. 42,000
6.	Outreach Worker/Peer Educators (1 @ Rs. 2200 P.M.)	Matriculate or Equivalent (E) 1 year practical experience (D)	Rs. 2,200	Rs. 26,400
7.	Medical Officer (part time) (1 @ Rs. 2500 P.M.) (To visit twice a week)	MBBS (E) 1 year experience (D)	Rs. 2,500	Rs. 30,000
	Total (B)		Rs. 41,400	Rs. 4,06,800
	Total Posts: 13			
	TOTAL RECURRING (A Class)		Rs. 88,900	Rs. 10,66,800
	(A+B)	(B Class)	Rs. 87,400	Rs. 10,48,800
		(C Class)	Rs. 86,400	Rs. 10,36,800

## II Non-Recurring

(i)	Equipment for Vocational training	Rs. 1,00,000
(ii)	Material for Bridge Education	Rs. 25,000
(iii)	Recreation/sports equipments (Rs. 100 per child, once in three years)	Rs. 10,000
(iv)	Furniture for staff and beneficiaries	Rs. 50,000
	Total Non-recurring (II)	Rs. 1,85,000

E Stands for Essential qualifications/experience

D Stands for Desirable qualifications/experience

Note (1) Assistance will be based on actual services being provided by a Centre.

Note (2) Assistance for each item of expenditure shall be restricted to actuals or the above-mentioned ceilings, whichever is less.

Note (3) All assistance to Service Providers will be on the basis of full-time work, which means six hours.

Note (4) NGOs implementing the scheme are required to use the curriculum of Deptt. of Elementary Education and Literacy for Bridge Education.

**Terms and Conditions of the Grant-in-aid**

- i) Grant in Aid shall be used for the purpose for which sanction is given. An annual certificate shall be furnished by the organization concerned that the grant in aid has been utilized for the purpose for which it was sanctioned.
- ii) The organization shall submit a progress report after every three months for scrutiny by the Ministry. It would be open to the Ministry to stop further grant in aid, if Government feels that the desired objectives are not being achieved or if the conditions or terms of the Government of India are not adhered to. Recovery of Assets in defaulting cases will be carried out as per instructions in this regard from time to time.
- iii) An Officer/authorized representative of the Ministry shall physically check at least once in a financial year, the work of the organization in so far as it relates to the particular project financed by the Ministry.
- iv) The accounts of the organization concerned shall be open to audit check by the Comptroller and Auditor General of India or by the representatives from this Ministry's Internal Audit Division. The accounts shall be open to verification by officers of the Ministry or of State Government at any point of time.
- v) The amount of grant in aid released shall be credited to the account of the organization from where the drawal will be by Cheque/draft according to the procedure prescribed by General Financial Rules.
- vi) An audited statement of accounts ( in duplicate) shall be furnished to this Ministry within 3 months of the expiry of the time prescribed for which grant was released.
- vii) A Utilization Certificate as per Form General Financial Rules 19A in respect of the total grant in aid paid duly countersigned by a Chartered Accountant shall be furnished to this Ministry within three months of the expiry of the time period for which grant in aid was released.
- viii) Before a grant is released, the grantee shall execute a Bond with two sureties in favour of the President of India that;
  - a) the grantee will abide by the conditions of the grant by the target dates, if any specified therein, and
  - b) that he will not divert the grants and entrust execution of the scheme or work concerned to another institution (s) or organization (s), and
  - c) he shall abide by any other conditions specified in the agreement and in the event of his failing to comply with the conditions or committing breach of the bond, the grantee and the sureties individually and jointly will be liable to refund to the President of India, the entire amount with interest thereon or the sum specified under the bond. While obtaining the prescribed bond, where it is necessary, the requirement of furnishing two sureties in addition, need not be insisted on if the grantee organization is a society registered under the Societies Registration Act, 1860, or is Co-

operative Society, or is an organization of standing in whose case such sureties are not considered necessary by the Ministry.

- ix) The Rates of Interest to be charged on the terms of the preceding condition will be 6% per annum on the amount of grants in aid ordered to be refunded.
- x) The release of grants will be subject to the General Financial Rules, 1968 as applicable.



**MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**

**Name of the Scheme:**

**I. Application form for New Proposal**

1. Organisation

Address

Phone

Fax

Telex

E. Mail

Grams

2(A) (i) Name of the Act under which registered

(ii) Registration No and date of registration  
(Please attach a photocopy)

2(B) Any other organization/Institute/Body, if applicable,  
give details

3. Registration under Foreign Contribution Act

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

5. Name and address of the Members of the  
Board of Management/Governing Body

6. List of documents to be attached:

(Copy of the Annual Report for the  
Previous 2 years which should contain  
the Balance Sheet (including receipt and  
Payment account)

7. Details of the Project for which  
the grant in aid is being applied

8. Grant in Aid applied for in the current year

Non-Recurring

Recurring

9. Details of the staff employed  
(Appendix-I)

10. List of additional papers, if any given

I have read the scheme and fulfil the requirements and conditions of the Scheme.  
I undertake to abide by all the conditions of the Scheme.

Signature:

Name:

Seal:

Date:

Note: Wherever not applicable, specially in case of new organization, please write N.A.

# MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

**NAME OF THE SCHEME:**

## **II. Application for 1<sup>st</sup> Instalment (on-going cases)**

1. **Organisation**

**Address**

**Phone**

**Fax**

**Telex**

**E. Mail**

**Grams**

2. **Audited/unaudited account for the previous years indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned (Not for a new NGO)**

3. **Budget Estimates for the financial year for which grant in aid is required (Show recurring and non-recurring separately)**

**Signature:**

**Name:**

**Address:**

**Seal:**

**Dated:**

# MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

## NAME OF THE SCHEME:

### III. Application for 2<sup>st</sup> Instalment

1. Organisation

Address

Phone

Fax

Telex

E. Mail

Grams

2. Grant in Aid (in Rs) Recurring Non-Recurring Total

A. Applied in the current year:

B. Received as 1<sup>st</sup> instalment :

C. Applied for 2<sup>nd</sup> Instalment

3. The applicant organization should enclose following papers;

- (i) Annual Report of the previous year
- (ii) Audited Statement of accounts of previous year  
(Receipts and payments statement and Balance Sheet)
- (iii) Audited Utilisation Certificate with itemwise expenditure as per the sanctioned norms of grant.
- (iv) Details of staff employed as per Appendix I
- (v) Details of beneficiaries as per Appendix II
- (vi) Assets acquired wholly or substantially out of Government grants under GFR 19 as per Appendix III
- (vii) Any other information considered necessary by the organization or as asked for.

Signature:

Name

Address:

Seal:

Date:

**MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**

**NAME OF THE SCHEME:**

Details of the Staff employed

Part. I (Previous Year)

- (i) Name of the organization
- (ii) Name and address of the project
- (iii) Year

S.N.	Name & Address	Educational Qualifications	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the year	Remarks

Part II (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 year.”

## APPENDIX II

### MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme

Details of Beneficiaries

- (i) Name of the Organization
- (ii) Name and address of the project
- (iii) Year (Previous year)

No. of Beneficiaries	Male	Female	AGE	
			Below 14 Years of age	14 Years and above
1	2	3	4	5

**APPENDIX.III**

**FCRM GFR 19**

**{SEE GOVERNMENT OF INDIA'S DECISION (7) (B) UNDER RULE 145(3)}**

Assets acquired wholly or substantially out of Government Grants  
Register maintained by granting institution  
Block account maintained by sanctioning authorities

Name of sanctioning authorities.....

S.No.	Name of the grantee Association	No. & Date of Sanction of grant	Amount of the sanction of grant	Brief purpose of the grant	Whether any condition regarding the right of ownership of govt. in the property or other assets acquired out of the grant was incorporated in the grant in aid sanction	Particulars of assets actually credited or acquired	Value of assets as on....	Purpose for which utilized at present	Encumbered or not	Reasons if encumbered	Disposed of or not	Reasons and authority if any for disposal	Amount realized on disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature.....  
Name of Secretary/President .....  
Seal of the Organisation.....

Place:

Date:

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