

**OFFICE OF THE DISTRICT WELFARE OFFICER, WOMEN CHILDREN DISABLED  
AND SENIOR CITIZENS, HYDERABAD.**

**::NOTIFICATION::**


**No.3040/ICPS/2022**

**Date:13.10.2022**

The office of the District Welfare Officer, Women Children Disabled and Senior Citizens, Hyderabad district is inviting application from registered Non Government Organizations (NGOs) in the Hyderabad district for "OPEN SHLTER IN CO-MANAGEMENT SYSTEM WITH NGOs" in the Hyderabad district.

In this regard, the interested and reputed registered Non Government Organizations (NGOs) in the Hyderabad district required numbers/areas to download the application and guidelines from the web site [wdcw.tg.nic.in](http://wdcw.tg.nic.in) duly submit the filled applications along with documents to this office "Office of the District Welfare Officer, Women Children Disabled and Senior Citizens, Collectorate Complex old Building 1<sup>st</sup> floor, Chiragali lane Nampally station Road, Hyderabad-500 001 from 17.10.2022 to 31.11.2022 before 5.00 PM for any information contact.No.9063504892 Ms.Sumalatha, BRB Coordinator.

This office has reserve the right for any charges or cancelation of notification without intimation.

  
District Welfare Officer  
Women Children Disabled and Senior Citizens  
Hyderabad

GOVERNMENT OF TELANGANA  
DEPARTMENT FOR WOMEN, CHILDREN, DISABLED AND SENIOR CITIZENS

Circular Memo No.385/Schemes-I/A2/2021.

Dated:7-6-2021.

Sub: Establishment of Open Shelters in **CO-MANAGEMENT** systems with NGOs as required under Juvenile Justice (CPC) Act, 2015 in the State -Guidelines-Issued.

- Ref:
1. Revised ICPC guidelines, 2014.
  2. Juvenile Justice (CPC) Act, 2015.
  3. From the Under Secretary to the Government of India, New Delhi, No.22/140/2015-CW-II, dated: 28.10.2020.
  4. From the Director, JW, CS &WSC Department, Hyderabad, letter No. P3/05/2021, dated: 10.05.2021.

-O-O-O-

Government of India has enacted the Juvenile Justice (Care and Protection of Children) Act, 2015. The Section 41 of the Act stipulates that, the State Government may establish and maintain, by itself or through voluntary or non-governmental organisations as many open shelters as may be required to function as a community-based facility for children in need of residential support, on short term basis, with the objective of protecting them from abuse or weaning them, or keeping them, away from a life on the streets.

2. In the letter 3<sup>rd</sup> cited, the ministry of Women & Child Development, Government of India has informed that, in its Project Approved Board meeting held on 15.10.2020 has approved the proposal to support under Child Protection Services for the year 2020-21 to 13 Government run Open shelters (4) at Hyderabad, two for boys and two for Girls and one each open shelter for boys at Adilabad, Karimnagr, Medak, Mahaboobnagar, Khammam, Nalgonda, Warangal, Nizamabad and Rangareddy districts.

3. In the letter 4<sup>th</sup> cited, the Director, Juvenile Welfare, Correctional Services & Welfare of Street Child has submitted proposal to establish the (13) open shelter under Co-Management system with NGOs and also submitted draft guidelines to be followed for selection of NGO and management of Open Shelter in smooth manner in the State.

4. Government, after careful examination of the matter, has accord permission to the Director, JW, CS & WSC Department to establish (13) open shelters as approved by the Ministry of W&CD, Government of India.

5. The guidelines for procedure to be followed for selection of Non-Governmental Organisation to be partner NGO for management of Open Shelter and release of grants, supervision and inspection of Open Shelter is annexed to this Circular Memo.

6. The Director, JW, CS & WSC Department shall take necessary action accordingly.

D.DIVYA,  
SPECIAL SECRETARY TO GOVERNMENT.

To  
The Director, JW, CS & WSC Department, Hyderabad.  
The District Collectors of the concerned district.

Copy to:

The District Welfare Officers, WCD&SC Dept., of erstwhile (10) district headquarters.  
SF/SC.

// FORWARDED :: BY ORDER //

  
SECTION OFFICER



## **GUIDELINES FOR ESTABLISHMENT OF OPEN SHELTERS IN COMANGEMENT MODEL**

**(Circular Memo No.385/Schemes-I/A2/2021, Dated:7-6-2021)**

### **PREAMBLE**

Government of India has introduced Integrated Child Protection Scheme in 2009. One of the objective of the scheme is to create institutions for effective and efficiently protect the interest of the children. The establishment of Open Shelters for children in need in urban and semi urban is one of them. The common phenomenon of the urban and semi urban is homeless children, pavement dwellers, street children, working children, orphan children, migrant and run away children who are living in slums and unauthorised areas. The Government of India and State Governments have decided to address the problems of these children on priority basis and introduced Open Shelter Programme to address the children with the help Non-Governmental organizations. The statutory obligations, objectives and functioning of the Open Shelters are as under:

### **(1). STATUTORY PROVISION FOR ESTABLISHMENT OF OPEN SHELTER:**

As per Section 43 of the JJ (CPC) Act, the State Government may establish and maintain, by itself or through voluntary or non-governmental organisations, as many open shelters as may be required, and such open shelters shall be registered as such, in the manner as may be prescribed. The open shelters shall function as a community-based facility for children in need of residential support, on short term basis, with the objective of protecting them from abuse or weaning them, or keeping them, away from a life on the streets.

### **(2) OBJECTIVES OF OPEN SHELTERS**

- (i) To attract target group of children from their present vulnerable life situation to a safe environment;
- (ii) To wean these children away from the vulnerable situations by sustained Interventions;
- (iii) To guide these children away from high risk and socially deviant behaviours;
- (iv) To provide opportunities for education and develop their potential and talent;
- (v) To enhance life-skills and reduce their vulnerabilities to exploitation;
- (vi) To reintegrate these children into families, alternative care and community;
- (vii) To carryout regular follow up to ensure that children do not return to vulnerable situations.

### **(3) FUNCTIONS OF OPEN SHELTERS:**

- (i) Function as 24- hour Crisis Management Centres to receive and provide necessary assistance to children;
- (ii) Separate facilities for children in age group of 7-11 yrs ,12-15 and 16 - 18 yrs
- (iii) Provide accessibility to children round the clock;
- (iv) Provide quality toilets, lockers for children to keep their belongings, washing facilities;
- (v) Recreational facilities both indoor and outdoor, etc.
- (vi) Provide health care facilities and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders;
- (vii) Maintain electronic data of each child and furnish the details to the DCPS as a part of the child tracking system.
- (viii) Other functions entrusted by the Central & State Government.



#### **(4). GRANTS:**

Grants will be released to the Account of the Shelter as per ICPS norms. The initial grant period will be for 12 months and grants will be released on quarterly basis, based on satisfactory performance, renewal by way of issuing fresh contract for further 12 months period All grants will be released subject to receipt of funds under ICPS.

#### **(5). MONITORING AND INSPECTION COMMITTEES:**

There shall be following two-tier management committees to monitor and inspection for the purpose of effective management of Open shelters:

##### **(i) ADVISORY COMMITTEE**

The Advisory Committee would be the Apex Authority for selection of the NGOs to be partners in the co management of Open shelters in the state. It is responsible for policy decisions, managing the overall budget and advising the executive committee on state level decisions. The advisory committee shall meet once in six months to review the activities of the Open Shelters and Update on budget, entitlements, activities, policy changes

##### **(ii) The Advisory Committee shall comprise of:**

- Special Chief Secretary/Principal Secretary, Secretary/Special Secretary to Government, Department for WCD&SC - Chairperson
- Addl./Joint/Deputy Secretary to Government, Dept., for WCD&SC- Member
- Commissioner-Dept of Women & Child Welfare- member
- One Representative from UNICEF – Member
- Director, Juvenile welfare, Correctional services and welfare of street Children – Member - Convenor

##### **(iii) EXECUTIVE COMMITTEE:**

Executive committee shall be responsible for overseeing the **Shelter Management Committee** and reviewing the following operations of the Open shelters on a quarterly basis.

- Evaluation of the Functioning of the Open shelters in maintenance of standards of care.
- Review of the programs of the shelters, linkages and networking with other Govt and Non Govt agencies in reintegration of the children to the families and accessibility to community-based programs,
- Admission to Residential Educational / training institutions for eventual rehabilitation.
- Review of Expenditure and release of the grants quarterly basis to the separate bank account.
- Ensuring rightful access to urgent care and any other entitlements from the Government on time

##### **(iv) Executive Committee shall comprise of:**

- Director Juvenile welfare, Correctional services & welfare of street children as chairperson
- Joint Director (Schemes) O/o Commissioner, WD&CW Department
- Deputy Director of correctional services of the Directorate JWCS &WSC



## **(6). THE MINIMUM INFRASTRUCTURAL AND INSTITUTIONAL FACILITIES**

Unit for 25 children shall have minimum carpet area of 2000 sq ft. including a Kitchen with adequate utensils, two bathrooms and two toilets, adequate living accommodation of dormitories or hall. The following amenities/facilities shall be provided:

- Quality toilets with adequate water,
- Lockers/storage facilities for children to keep their belongings,
- Minimum recreational facilities to have both indoor and outdoor games
- Security facilities
- Adequate space for sleeping and seating (chair, tables)
- Plates, glasses and bed rolls/bed sheets for each child
- Clean drinking water
- Separate facilities/accommodation for boys
- Clothing, books, medicines, soap, oil, toothpaste/toiletries, etc.
- Adequate lighting (electricity)
- Phone facility

## **(7). ESTIMATED BUDGET FOR AN OPEN SHELTER FOR 25 CHILDREN**

| S. No  | Item   | Amount In Rs     |
|--|--|------------------|
| <b>A. Non – recurring Expenditure (once in Five years)</b> |  |                  |
| 1  | Furniture including mattresses for children, 25 lockers, cupboards, tables and chairs etc  | 1,50,000         |
| 2  | Two Computers with UPS (including cost of software license) and with Printer cum scanner   | 90,000           |
| 3  | One colour television  | 15,000           |
| 4  | Equipment for sports, entertainment, vocational training. kitchen along with utensils, gas stove, water filter etc   | 2,50,000         |
|  | <b>Total</b>   | <b>5,05,000</b>  |
| <b>Recurring Expenditure</b>                               |  |                  |
| 1  | Maintenance @ Rs. 2000/- per child per month (food @ Rs.1400/- and Rs.600/- for, clothing, medicine, soap, oil, toothpaste, toiletries, etc 25x2000x 12months) | 6,00,000         |
| 2  | Rent for hired building @ Rs. 17,500/- PM (Subject to production of receipts /actual)  | 2,10,000         |
| 3  | Water and Electricity charges@ Rs. 2600/- PM (subject to actual)   | 31,200           |
| 4  | Contingencies (postage, stationery Telephone, photocopy etc.,) @ Rs. 2600/- PM (subject to actuals)  | 31,200           |
| 5  | Transportation @ Rs. 2600/- PM (subject to actuals)  | 31,200           |
| 6  | Miscellaneous for outings, books, for library, Play materials, Education/ Sports equipment's etc., Rs.4000/- PM (subject to actual)                            | 48,000           |
| 7  | <b>Salary:</b>   |                  |
|  | One Project Coordinator cum counsellor @ Rs.17,500/- PM  | 2,10,000/-       |
|  | One social worker @ Rs 14,000/- per month  | 1,68,000/-       |
|  | Two care givers cum Bridge course Educators @ Rs.9,000/- per month   | 2,16,000         |
|  | Three Outreach workers @ Rs.8,000/- per month  | 2,88,000         |
|  | One Helper for cleaning and cooking purposes @ Rs.6,000/- per month  | 72,000/-         |
|  | <b>Total</b>   | <b>19,05,600</b> |
|  | <b>NRE+ RE</b>   | <b>24,10,600</b> |



The proposed expenditure shall be met within the released budget under ICPS Scheme by the Government of India and State Government at the ratio 60:40.

#### **(8). STAFFING STRUCTURE:**

Appointed NGO shall recruit the following staff for running of open shelter:

| <b><u>Designation</u></b>                               | <b><u>Honorarium per month</u></b> | <b><u>Qualification</u></b>   |
|---|------------------------------------|---|
| One Project Coordinator cum counsellor @ Rs.17,500/- PM | 17,500/-                           | M.A. Social Work/ Psychology or its equivalent degree                         |
| Social worker   | 14000/-                            | M.A/BA Sociology/Social work/Psychology or its equivalent degree              |
| Outreach workers  | 8000/-                             | Should be a graduate or having relevant experience of working in Child sector |
| Care givers cum Bridge course Educators                 | 9000/-                             |   |
| Helper for cleaning and cooking purposes                | 6000/-                             |   |

#### **(9). MANAGEMENT OF THE OPEN SHELTERS**

The Open shelters shall function under Co-Management system with NGO as partners of Co- management for the open shelters. The **Shelter Management Committee** shall have complete responsibility of the day-to-day operations of the shelter. The following are the responsibilities:

- Preparing micro plans for efficient execution of the shelter homes including budget management, personnel management, medical facility management and well-being of victims
- Establishing and maintaining safety and security protocols for the shelter home.
- Establishing, maintaining and monitoring discipline, daily routine, task rotation, counselling and health check-up for the victims
- Preparing individual care plans for victims and ensuring activities as per the plan.
- Executing various skill development initiatives for vocational training
- Preparing social reintegration plans and follow up mechanism

#### **Composition of Shelter Management Committee:**

- District Welfare officer– as Project incharge or Chief Executive of the Shelter
- Project coordinator (From the selected the NGO) as Shelter incharge
- Dist Child Protection officer
- The Shelter management Committee shall open separate bank Account for receipt of grants with the Chief Executive (Project incharge) and Shelter incharge as joint signatories for operation of the accounts of the open shelter



**(10). RESPONSIBILITY OF GOVERNMENT:**

The Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, in consultation with the Commissioner, WD&CW Department shall provide adequate space available in the existing Pranganams/ children Homes or any other Govt accommodation if available in a place convenient and accessible to all public services. If the same is not readily available the rented accommodation be acquired by the DWO concerned duly following the Rules in vogue. The building will have requisite security measures in place like CCTV surveillance round the clock.

**(11). RESPONSIBILITY OF THE NGO:**

- i. The NGOs shall have the capacity and Collaborate/build convergence with the local Municipality/Municipal Corporation, Railway and Transport authorities/ departments, like minded NGOs, Women& Child Welfare Dept., District Child Protection Units, District Probation Officers, Child Welfare Committee, Police and the health department.
- ii. The NGO partner shall appoint the personnel to run the open shelter
- iii. Provide required Training of Staff on handling the children in a child friendly manner.
- iv. Provide necessary counselling to the children in need of urgent care or rescued from vulnerable situations or traumatized conditions.
- v. Responsible for designing the vocational skills training programme and recruiting the necessary agency/trainers for providing the necessary training for the children and establishing linkages with the Corporate to facilitate sustainable employment. It will also establish the Vocational Skill Centre.
- vi. Responsible for evaluation and finding appropriate placement for the women on completion of training and when they are ready for independent living.
- vii. Providing the necessary legal counselling and guidance for the children for their timely reintegration and Rehabilitation.

**(12). PROCEDURE FOR SELECTION OF NGO:**

**(i) APPLICATION**

- (a) The Director, JW, CS & WSC Department shall publish an advertisement in newspaper inviting application from the NGOs to select for partner NGO under Co-Management system for running open shelters in the State.
- (b) A Non-Government organization who desires for applying to be NGO partner in Co-management for the Open shelter shall submit its application in prescribed format to the Director Juvenile Welfare and Welfare of Street Children, Telangana Hyderabad.

**(ii) INSPECTION OF NGO who applies to become PARTNER NGO IN COMANAGEMENT FOR THE OPEN SHELTER:**

The Committee consisting of DWO, WCDSC/ Regional Inspector of Probation, CDPO, and District Probation officer of the respective districts shall inspect the NGO who have applied to be Partner in Co-management of Open Shelter. The committee shall observe the Functioning of the NGO, track record, Capacity in running open shelter, financial capacity and other issues of the NGO and submit its report to the Director, JW, CS & WSC.



**(iii) SELECTION OF NGO:**

- (a) The Director, JW, CS &WSC along with the inspection committee report shall place all applications before the Advisory Committee for selection of NGO as partner in co-management for Open shelter.
- (b) The advisory Committee, taking into consideration of experience of NGO working with children and credential records shall select an NGO to become partner in the Open shelter in Co management model.
- (c) The NGO selected as Co-management partner for Open shelter shall invariably maintain clear data base of the children lodged for which is already in receipt of grant-in-aid from GOI/State Govt. or other funding agencies. The target groups of different schemes shall not be mixed up. After awarding the selection of the NGO partner, an MOU shall be signed by the Director, JW, CS&WSC and representative from partner NGO selected prior to commencement of the Open shelter.

**(13) TERMINATION OF NGO FROM MANAGEMENT:**

- (d) The appointment of any NGO shall be terminated by the Government after making an enquiry, if-
  - (i) It has been found negligent in maintaining of open shelter.
  - (ii) It has been found guilty in behaviour with children.
  - (iii) It has been found guilty of misuse of grants released.
  - (iv) It fails to attend the responsibilities fixed.

**(14). ELIGIBILITY CRITERIA TO BE NGO PARTNER IN CO-MANAGEMENT FOR RUNNING THE OPEN SHELTER**

- (i) NGO registered under JJ (CPC) Act 2015 and rules thereon and
- (ii) Registered under the Societies Registration Act, 1860 or relevant State Societies Registration; or A public trust registration under any law for the time being in force; or A charitable company licensed under Section 5.25 of companies Act, 1958 and
- (iii) Registration should have been in force for at least 2 years at the time of applying to be eligible as partner in Co-management.
- (iv) It should have proven capability of work in the area of child welfare for a period of 3 years.
- (v) It should have a recurring annual budget of at least Rs.10,00,000/- over the preceding two years.
- (vi) It should have the capacity for reaching out to at least 50 children.
- (vii) It should have a properly constituted managing body with its powers, duties, and responsibilities clearly defined and laid down in written constitution.
- (viii) It should not run for profit to any individual or a body of individuals.
- (ix) It should take an undertaking to submit periodically and punctually reports and returns as prescribed by the Government of India (Ministry of Women & Children Development)
- (ix) They shall also provide such information as required/called for by the authorities concerned.
- (x) The organization shall maintain a record of all assets acquired wholly or substantially out of government grants. Such assets shall not be disposed or encumbered or utilized for purpose other than those for which the grants were given without prior sanction of the Government/GOI.

D.DIVYA,  
SPECIAL SECRETARY TO GOVERNMENT.

SF/SC.

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SECTION OFFICER  
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**APPLICATION FOR AWARD OF SELECTION OF NGO AS COMANAGEMENT  
PARTNER FOR OPEN SHELTER FOR CHILDREN URGENT NEED & CARE**

1. a) NAME OF THE Organization :-  
(in Block Letters) with Regd.No  
  
b) Address of Registered office &  
Tel.No, E-mail Id:-
2. Date of Establishment , Regd .No. ( Completed years):
3. Registration under JJ (CPC) Act 2015;
4. Whether the NGO inspected by the Inspection Committee
5. Date of last inspection and Comments of the Inspection Committee
6. Objectives and Present Ongoing Activities :
7. a) Details of the Experience / Projects Undertaken/  
Achievements, if any, individually or through any  
Organization/ Agency.  
b). whether audit completed for the past 3 years .  
( audit reports be enclosed).
- 8 . Present place of Functioning :  
Whether the Building is own or Rented
9. a) Whether the organization getting financial assistance  
from central or state Governments or any other agencies/  
sources. If so, Activity reports / Audit reports be furnished.  
  
b). Whether there is record of assets acquired wholly or  
substantially out of Govt funds
10. Whether the applicant willing to comply with the conditions YES or NO  
as laid down in the Juvenile Justice Act & Rules
11. Whether the organization is properly Constituted ,  
Managing Committee, (List be enclosed)  
whether available at all times as may be required .
12. Staff members (List be enclosed):
13. Any other information



### UNDERTAKING

1. I Declare that the information furnished by me/our organization , are true to the best of my/our knowledge and I /we have not suppressed any relevant information/ incident which contravenes the conditions set out for open shelters
2. I/we declare that I/ we , or the organization are not involved in any Criminal offence or acts of moral turpitude or other conviction or punishment by a Court of Law (Police record if any may be specified)
3. I/we or our organization have never indulged or associated or come to any adverse notice for any violation of the conditions specified for certification as observation Homes.
4. I/we or our organization shall abide by the decision of the Government regarding the selection and it is understood that the information furnished here in has been verified as per the conditions/Rules in force.

Signature

Name:

Person Incharge

Organization

Address:

Date :