



**Government of Jammu and Kashmir
Directorate of Social Welfare Jammu**

ADVERTISEMENT NOTICE

Subject:- Operational Guidelines for Registration and Renewal of Child Care Institutions.

The Government of Jammu and Kashmir has passed Jammu and Kashmir Juvenile Justice (Care & Protection of Children) Act, 2013 and the Operational Guidelines for Registration and Renewal of Child Care Institutions has been adopted vide Government Order No. 74-SW of 2016 Dated:- 15.03.2016. under Rule 66 of Jammu and Kashmir Juvenile Justice (Care & Protection of Children) Rule, 2014. Every Child Care Institution run by NGO or Government shall have to get themselves registered under Jammu and Kashmir Juvenile Justice (Care & Protection of Children), Act 2013.

All such institutions shall make an application together with a copy each of rules, byelaws, memorandum of association, list of governing body, office bearers, balance sheet of past three years, statement of past record of social or public service provided by the institution or organization to the Government. After verifying the facts from the institutions or organization to take the care and protection of children, health , education, boarding and lodging facilities, vocational facilities and scope of rehabilitation, may issue a registration certificate to such organization under section 35 of the Act.

It is, therefore, mandatory to register all the child care Institutions (CCIs) housing children under the Jammu & Kashmir Juvenile Justice (Care & protection of Children) Act/Rules, 2013/14. The powers of registration stand delegated to Director, Social Welfare Kashmir/Jammu, vide Government Order No. 96-SWD of 2015 dated:- 04.06.2015 within their respective jurisdictions.

CHECKLIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION FOR REGISTRATION:

1. Copy of registration certificate under Jammu & Kashmir Societies Registration Act, 1956
2. Bye Laws of the Organization
3. Memorandum of the Organization
4. List of the names of governing Body
5. Balance Sheet of past three years
6. Undertaking to follow the relevant provisions of Jammu and Kashmir Juvenile Justice Act 2013/Rules, 2014, with regard to the CCI.
7. Certificate of Competent Authority (PWD, R&B) regarding physical safety of building where children are housed.
8. Statement regarding the status and past record of child care/social services

rendered by the organization/institution.

APPLICATION FORM

Part-I

1 (a) name of the Institution/Home/Child Care Institution (CCI)

(b) Postal Address

House No. /Street No.	Ward/Colony	Town/Villages	Distt.
State	Pin No.	Telephone	
Email Id:-			

1.(a) name of the Promoter organization (SWD, NGO, Trust, Society, Company etc.)

(b) Address of Registered Office of the Organization.

House No. /Street No.	Ward/Colony	Town/Villages	Distt.
State	Pin No.	Telephone	
Email Id:-			

© Date & Authority of Registration (along with copy of certificate)

1. Name and Address of the In-charge of Institution.
2. Date of establishment of CCI at the present Address
3. Details of Governing body
(managing Committee/
Executive Committee)

Sr. No.	Name & Address	Designation in the Organization	Principal Occupation	Education Qualification	PAN No.	Phone & E-Mail
1	2	3	4	5	6	7

4. Major Activities of the Organization (Not applicable to Govt. run Homes)

5. (i) Details of funding Agencies for last 3 years

Sr. No.	Source of Funds	Amount	Year	Project details for which funds received
1	2	3	4	5

(ii) Audited statements of the last three years

6. Foreign Contribution

Details of funds received, if any.

7. a) Any other Registration/Recognition with Central/State Govt.

b) Whether the institution certified as Fit Institution by Juvenile Justice Board (JJB) Child Welfare Committee (CWC), if yes details...

8. Details of staff of the organization in their existing programme

Sr.No	Name & Age	Residential Address		Education Qualification	Designation	Date of appointment	Responsibility
		Local	Permanent				
1	2	3	4	5	6	7	8

9. Infrastructure available

Year of construction

I	Owned	
II	Rental	
III	Lease	

a. Total area of the campus /Plot

b. Total livable area of the buildings and No. of floors

c. Playground

d. Details of available area for academic programmes

e. Medical Facilities available in the Institution.

f. Nearest hospital (government) Address & distance.

g. Details of kitchen, dormitories. Activity room, Teaching Room / Arrangement of education/training in or outside the Institution Campus, Toilets, Store, recreational room, staff room, Chowkidar room etc.

10. Available water facility with capacity

11. Name & Address of the Bank/ Account No. /Authorized signatories operating the Bank Account for the Institution

12. No. of children residing with the Organization

- a. Capacity of the Institution
- b. Present Strength; male/female Total
- c. Age group (sex wise) 0-6 years/7-12 years/13-18years.
- d. Normal/Mentally Retarded/Physically Challenged etc.
- e. Parents alive or not.

13. Arrangements of Safety/ Security/Transportation.

14. Resolution of the governing body/Board to run this Institute.

15. Classification of the institutions
(Children's home/Shelter Home/orphanage/Charitable Homes etc.)

16. Whether availing Income Tax Exemptions.

Signature
Name in Capital Letter

Designation
(With Seal of the Umbrella Organization)
PAN of the Applicant

All the District social Welfare officers as well as Non Governmental Organizations who are running Child Care Institutions shall go through the contents of the above advertisement notice and submit the cases accordingly to this office for registration.

Sd/-
(Vir Ji Hangloo)KAS
Director
Social Welfare Department
Jammu*

NO:-DSWJ/Sch-40/ 4908-22/16

Dated:- 01-04-2016

Copy to the:-

1. Secretary to Government, Social Welfare Department, J&K Jammu for favour of inf.
2. District Dev. Commissioner, _____ for information.
3. Joint Director, Information Department, Jammu with the request to get the Advertisement Notice publish in the three leading News papers of the State for information of NGO general public.
4. District Social Welfare Officer, _____ (All) for inf. & n/a.