

**GOVERNMENT OF ODISHA.**  
**WOMEN & CHILD DEVELOPMENT DEPARTMENT**

**NOTIFICATION**

No. 8818 /WCD  
WCD-CW-Misc-0134-2014

Dated, the 3-6, 2014.

In pursuance of the powers bestowed by sub-section (3) of section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2000 (56 of 2000) and in compliance to the Guidelines governing the Adoption of Children, 2011 issued by the Ministry of Women and Child Development vide notification dated 24.06.2011, the State Govt. in W& CD Department has been pleased to frame these guidelines for ensuring standards of care in Specialized Adoption Agencies (SAAs) in the State in addition to the Operational Guidelines for maintaining standards of care in Child Care Institutions issued by the women and Child Development Department vide Notification No. 18594 dated 30<sup>th</sup> October 2012.

These guidelines are applicable to all Child Care Institutions recognized as Specialized Adoption Agencies by the Women and Child Development Department, Govt. of Odisha for facilitating the placement of orphan, abandoned and surrendered children in adoption.

The management bodies/agencies of all SAAs shall ensure that these guidelines are immediately implemented in their institutions. The District Administration, Child Welfare Committees (CWCs) and District Child Protection Unit (DCPU) shall ensure compliance to these guidelines by SAAs in their respective districts and the State Adoption Resource Agency (SARA) in the State as a whole.

**2. Statutory Requirements:**

Under the provisions of section 34 (3) of the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its amendment in the year 2006 all institution where children are housed must be registered under this Act.

The Women and Child Development Department may provide recognition to suitable Child Care Institutions as Specialized Adoption Agencies under Section 41 (4) of the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its amendment in the year 2006. Each CCI desirous of applying for a license for running a Specialised Adoption Agency should fulfill the criteria and follow the process mentioned in para 54 of the Guidelines governing the Adoption of children, 2011. In the State context, recognition to SAAs is provided for a maximum period of 3 years subject to the renewal of registration under the Juvenile Justice (Care and Protection of Children) Act, 2000 and in its amendment in the year 2006 and other provisions for renewal as per Para 54 of guidelines governing the adoption of children 2011.

**3. Fundamental principles to be followed by the SAAs in the Adoption process:**

- i. The best interest of the child shall be of prime importance while deciding any placement
- ii. Preference should be given to place the child with a family within his or her own socio-cultural milieu in the country itself. Due consideration should be given to the child's upbringing and to his or her ethnic, religious, cultural and linguistic background while placing him or her in adoption
- iii. Adoption of children shall be guided by laid out procedures and in a time bound manner
- iv. No one shall derive any gain, whether financial or otherwise, through adoption.

**4. Standards of Care**

Sl. No	Standards	Norms
1)	Location	Preferably in urban areas for easy access to Prospective Adoptive Parents
2)	Physical Space	<ul style="list-style-type: none"> <li>• One office room (with internet, computer and other office infrastructure) for interaction with prospective parents. This area should be separate from the living quarters of the children. No PAPs should be allowed to enter the living area for children and see all children residing in the SAA at any point in time.</li> <li>• A Kitchen and a Dining Hall with age appropriate furniture for children.</li> <li>• Segregation of children as per the following criteria:               <ul style="list-style-type: none"> <li>○ 0-6 months with cradles</li> <li>○ 6 months- 1 year with cradles</li> <li>○ 1 – 3 years with low height cots having protective side railings</li> <li>○ 3 – 6 years (boys and girls separately) with cots.</li> </ul> </li> <li>• An infirmary for ill children and children with special needs e.g. who are ill or underweight and need special attention furnished with required medical equipment</li> <li>• All rooms should have attached bathrooms with fittings adjusted for usage by small children like lowered wash basins etc.</li> <li>• A protected play area/recreation room for the children.</li> <li>• A room for the ayahs and staff with an attached bathroom</li> <li>• Walls and surroundings must be bright and stimulating. For visual stimulation the rooms should be well painted and decorated with toys, animal cutouts, etc.</li> <li>• Ayahs should be present in residential area of children at all times.</li> <li>• Building inspection should be done every year by the District Inspection Committee along with technical personnel. The SAA can also self certify the condition and suitability of the building in which the unit is operating every year and during</li> </ul>

Sl. No	Standards	Norms
		renewal, the certificate of safety should be given by a technical person for the SAA.
3)	Sanitation and Hygiene	<ul style="list-style-type: none"> <li>• Children's spaces, rooms, bathrooms and other areas should be clean at all times. Disinfectant should be used regularly and should be kept out of reach of the children.</li> <li>• Each institution should have sufficient staff for cleaning purposes. A roster for regular and frequent cleaning should be drawn up and displayed in the bathrooms, kitchen and other areas used by children. The roster must be inspected twice daily to ensure cleaning has happened.</li> <li>• Facilities for children should be separate from staff facilities.</li> <li>• Protection from mosquitoes by mosquito nets, nets for doors and windows.</li> <li>• All the rooms should have good lighting, ventilation and adequate space.</li> <li>• There should be adequate washing and drying area for utensils and clothes.</li> </ul>
3)	Clothing & Bedding	<ul style="list-style-type: none"> <li>• Should be independent, comfortable and according to season and age</li> <li>• Should be cleaned and sundried regularly</li> <li>• For very small children, adequate provision should be made for diapers/ napkins.</li> </ul>
4)	Nutrition	<ul style="list-style-type: none"> <li>• Staff should be aware of the nutritional requirements of children at varying ages and stages of development.</li> <li>• Special diet should be provided for infants, sick children and during festivals.</li> <li>• Food Safety guidelines issued vide Notification No. 15506 dated 03.08.2013 may also be followed. All essential precautions should be taken for cooking food as given in Food safety guideline.</li> <li>• All children under 6 years of age should be linked to the nearest Anganwadi Centre for provision of all age appropriate nutritional and pre school education services.</li> </ul>
5)	Health	<ul style="list-style-type: none"> <li>• Each SAA should have a fully stocked First Aid Box.</li> <li>• The institution should have a visiting doctor and nurse</li> <li>• All incoming children should be examined medically within 24 hours of arrival. All new entrants should be kept under observation for at least one week prior to shifting with existing children.</li> <li>• Health record should be maintained for each child. The health record should include weight and height details, immunization records, any sickness and treatment, and any physical, emotional and psychological issues. These indicators should be tracked with the help of a Mother and Child Protection</li> </ul>

Sl. No	Standards	Norms
		<p>Card (MCP Card) at the nearest Anganwadi Centre.</p> <ul style="list-style-type: none"> <li>• Train all staff in providing first aid and CPR.</li> <li>• Children infected during outbreak of any contagious diseases should be segregated. Any reduction in weight as per the growth chart available with the AWW, or any disease must be immediately responded to and child referred to a health facility. Additional age appropriate feeding should be done.</li> <li>• Immunization of all children should be up to date as per the National Immunization Schedule.</li> <li>• Each child below the age of six months should be photographed every month, from six months to three years and thereafter, every six months.</li> <li>• Staff handling children should be immunized as well.</li> <li>• It is also advised to have a physiotherapist visit the children on a regular basis.</li> </ul>
5)	Education & Development	<ul style="list-style-type: none"> <li>• Stimulation is very important for the proper development of the child. This could be achieved by increasing awareness amongst the nurses, helpers by introducing simple stimulation techniques in the daily routine.</li> <li>• The SAA should provide informal education through a qualified teacher and a special educator, or tie up with a school that will take the child or children on a temporary basis.</li> <li>• All children between the age group of 3-6 years of age should be enrolled in the nearest Anganwadi Centre for provision of pre-school education. The SAA should ensure that all such children are escorted to the nearest AWC by an Ayah.</li> </ul>
3)	Counseling	<p>Every SAA should have a full time counsellor for providing counselling to the biological parent/s in case of surrender, PAPs and also the children (wherever applicable). The PAPs should be provided counselling support at each stage of the adoption process.</p>
9)	Recreation Facilities	<ul style="list-style-type: none"> <li>• The Agency should have an open area for the children to play.</li> <li>• Age appropriate toys, music, drawing and painting materials, pictorial books etc. should be made available to children.</li> </ul>
10)	Individual Care Plan	<ul style="list-style-type: none"> <li>• The Officer-in-charge, social worker or counsel should prepare a Care Plan for every child in the institution as per the format given in given in Annexure I.</li> <li>• The care plan should be reviewed from time to time and various care options have to be considered as per the following order of preference <ul style="list-style-type: none"> <li>○ Restoration to biological family</li> <li>○ In-country adoption</li> <li>○ Inter-country adoption</li> <li>○ Other non-institutional forms of Child Care</li> </ul> </li> </ul>

Sl. No	Standards	Norms
		<ul style="list-style-type: none"> <li>○ Institutional Care</li> <li>• Older Children should be consulted while determining their care plan.</li> </ul>
11)	Record Keeping (related to children)	<ul style="list-style-type: none"> <li>• The SAA shall keep all relevant information such as declaration by Child Welfare Committee ( provided vide Annexure II) surrender deed of the biological parent, Individual Care Plan, Child Study Report, Medical Examination Report including immunization record, Home Study Report, Birth Certificate, Court Order, Photographs of the child taken at intervals of 6 months and Follow-up reports</li> <li>• The following records should also be maintained with the SAA as required under Guidelines Governing the Adoption of children 2001. <ul style="list-style-type: none"> <li>○ Master Admission Register</li> <li>○ PAPs Register (with details of date of registration, status of application etc.). All this information should be computerized and uploaded onto the CARINGS website of CARA.</li> <li>○ Daily Attendance Register ( Children and Staff)</li> <li>○ Adoption Committee Register ( Notice and Minutes)</li> <li>○ Cash Book, Stock Book, Bank Pass Book and Receipt Book</li> </ul> </li> </ul> <p>All records should be available within the premises of the SAA at all times.</p>
12)	Safe & Protected Environment	<ul style="list-style-type: none"> <li>• The right to privacy of the children residing in the SAA should be respected. They should not be shown to all visitors and PAPs visiting the SAA.</li> <li>• Institutions should have clear guidelines on numbers of staff needed on duty, according to number of children in the institution, which should be adhered to. Duty records of all staff especially Ayahs should be maintained.</li> <li>• There should be a security compound around the institution and day and night security guards should be employed.</li> <li>• Adequate firefighting arrangements should be done and staff should be trained to use the equipment.</li> <li>• Emergency phone numbers should be displayed at a prominent place in the building.</li> <li>• The institution must have zero tolerance to any Punishment like deprivation of sleep, meals, physical torture, solitary confinement, verbal abuse etc. Any cases of this nature must be dealt with very strictly.</li> <li>• Only authorized visitors should be allowed to visit the children. The identification of these visitors should be checked prior to them meeting the child.</li> <li>• All staff must be aware of the provisions of the <b>Child Protection Policy</b>.</li> </ul>



Sl. No	Standards	Norms
		<ul style="list-style-type: none"> <li>All staff, volunteers and adults working with children <b>must sign the Code of Conduct, which is a part of Child Protection Policy.</b> A sample Child Protection Policy has been provided in the Operational Guidelines for maintaining standards of care for Child Care Institutions.</li> </ul>
13)	Sufficient trained/ professional staff in the Institution	<ul style="list-style-type: none"> <li>Adoption Homes need personnel who are sensitized to the issues of the children.</li> <li>They need to be "educated" on child care.</li> <li>It is recommended to conduct workshops for nurses, helpers, caretakers and other staff to enable them to recognize the special status of these children who are under their care.</li> <li>As committed staff is an integral part of good child care, the motivational levels of the staff should be kept high.</li> <li>The agency must have adequate staff for child care as per the staffing structures for SAA provided vide Annexure III.</li> </ul>

## 5. Protocols for ensuring transparency

### 5.1 CARINGS (<http://adoptionindia.nic.in/mainlogin.aspx>)

- Details of every Child and PAP(s) data need to be up loaded on CARINGS on a real time basis.
- No manual registration should be entertained by SAA. Over the phone registration by PAPs should not be encouraged. Photographs of children should not be sent to prospective parents.
- All the inter-state PAP(s) registration should be done through SARA.

### 5.2 Protocol to be followed for facilitating PAPs and Grievance Redressal

- All PAPs should be provided a copy of these guidelines on registration.
- Any mal-practice in regards to Violation of Child Rights or adoption process should be verified and addressed by the Institutional authorities/Home Management Committee.
- The PAPs should be intimated about the grievance redressal mechanism in place for raising any problems/suggestions related to Adoption.
- The following is the structure for addressing grievances of the prospective adoptive parents :

Level of Escalation	Agency	Contact Person	To be contacted in the case of
Primary	District Child Protection Unit	Contact Details of the District Child Protection Officer of the concerned District to be provided	In case of any facilitation support required or violation of adoption guidelines by the frontline staff of the SAA
	and Home Management Committee/Institutional Authorities	Details of senior officials of the agency running the SAA should be provided	

Level of Escalation	Agency	Contact Person	To be contacted in the case of
Secondary	State Adoption Resource Agency	Programme Manager, SARA Tel: 0674-2561522 Email: saraodisha09@gmail.com	In case of any violations of CARA or these guidelines
Tertiary	Women and Child Development Department	Director, Social Welfare, Women and Child Development Department Tel: +91-674- 2392976 Email: dirwcd.or@nic.in	If there are serious violations in the functioning of the SAA or issues are not resolved at the primary and secondary level

- v. All payments received from the PAPs (strictly as per the norms prescribed in CARA guidelines) should be in the form of an account payee cheque. Any payments solicited in cash or kind will be considered illegal.
- vi. The SAA should bring all procedural and legal issues to the notice of SARA. SARA will compile and place these issues for consideration to the State Adoption Advisory Committee (SAAC).
- vii. The SAA with the support of the District Child Protection Units and SARA should try to facilitate the early disposal of adoption cases in the concerned courts.

### 5.3 Reporting and Record Keeping.

- i. The monthly and quarterly report of SAAs must be submitted to DCPU, SARA and CARA as per the formats issued from time to time. Latest Monthly and Quarterly Reporting formats are attached vide Annexure IV and Annexure-V.
- ii. The follow-up reports along with the photographs of the child must be sent to SARA.
- iii. Other information/documents shall be furnished to SARA/State Government as and when necessary.

### 5.4 Inspection and Monitoring

- i. The SAAs will be inspected and monitored by the CWC, District Level Inspection Committee and District Child Protection Unit on a regular basis.
- ii. Women and Child Development Department, SARA and District Administration can also inspect and monitor SAAs.
- iii. During inspection SAAs shall cooperate by providing all information as per the requirements.

**6. Protocols for transfer of children from CCIs to SAAs**

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**6.1 Within the District**

If child is under 6 years of age and has no claimants in spite of the procedure followed for missing children, in such a situation the child may be enrolled in the nearest SAA and the CCI may be asked to initiate the process for declaring the child legally free for Adoption. The order for transfer should be passed by the CWC only after the child is declared legally free for adoption. A copy of the transfer order should also be provided to the State Adoption Resource Agency and the concerned SAA also.

**6.2 Outside the District**


- I. If the child is under 6 years of age and has no claimants inspite of the procedure followed for missing children. In such a situation the child may be enrolled in the nearest SAA and the CCI may be asked to initiate the process for declaring the child legally free for Adoption. In case there is no SAA in the Home District; the child may be transferred to the SAA in the nearest District. The order for transfer should be passed only after the child is declared legally free for adoption by the CWC of the District to which the child belongs to.
- II. The CWC of the District along with the DCPU from where the child will be transferred should coordinate with the CWC and DCPU of the District where the SAA is located. The CWC of the home District will pass and order for handing over of the Child to the CWC of the destination District. A copy of the transfer order should also be provided to the State Adoption Resource Agency and the concerned SAA.
- III. Children who have not been placed by SAAs in in-country adoption especially special needs children can also be linked to the 3 RIPAs following similar procedures of para-9 of guidelines Governing the adoption of children-2011.

  
(Arti Ahuja, IAS)


Commissioner-cum-Secretary to Govt.




Memo No. 8819 /WCD., Date: 3-6-14  
Copy forwarded to All Department for information.

  
Deputy Secretary to Govt.

Memo No. 8820 /WCD., Date: 3-6-14  
Copy forwarded to Under Secretary to OSCPCR, Qr No.-1, Type-A, Unit-V,  
Bhubaneswar- 751001, Email: [oscpcr2012@gmail.com](mailto:oscpcr2012@gmail.com)/ Joint Secretary, CARA, West Block-  
VIII, Wing-II, Second Floor, R K Puram, New Delhi-110066 for information.

  
Deputy Secretary to Govt.

Memo No. 8821 /WCD., Date: 3-6-14  
Copy forwarded to all the Collectors and District Magistrates / All Child Welfare  
Committees for information and necessary action.


  
Deputy Secretary to Govt.

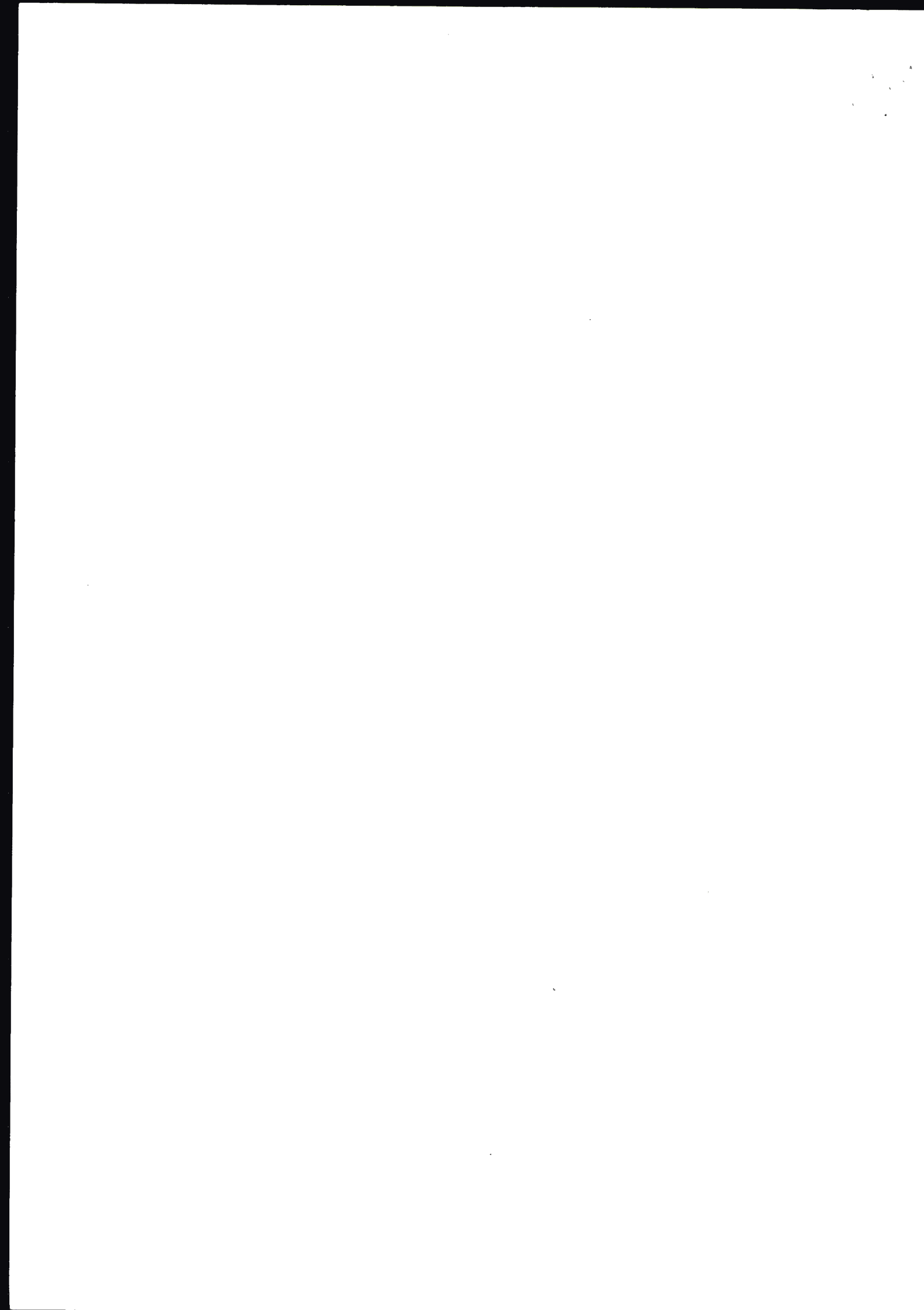
Memo No. 8822 /WCD., Date: 3-6-14  
Copy forwarded to Programme Manager, SARA/ OSCPS/ SPSU, Office of the  
OSCPS, IMAGE Campus, Siripur, Bhubaneswar / All DCPOs / All SAAs for information  
and necessary action.

  
Deputy Secretary to Govt.

Memo No. 8823 /WCD., Date: 3-6-14  
Copy forwarded to ICDS (Monitoring) Cell. W&CD Department for information and  
necessary action.

They are requested for webhosting the Notification in the Department Website.

  
Deputy Secretary to Govt.



**Annexure I: Individual Care Plan Format**  
**Juvenile Justice Rules 4(7), FORM XXI**

Individual care plan for each child shall be prepared following the principle of the best interest of the child. In preparing individual care plan the care options in the following order of preferences shall be considered:

- (i) Preserving the biological family
- (ii) Kinship Care
- (iii) In-country adoption
- (iv) Foster Care
- (v) Inter-country Adoption
- (vi) Institutional Care

Case/Profile No. \_\_\_\_\_ of 20..... (year) of the Board/Committee Admission

No.

Date of Admission:

**A. PERSONAL DETAILS**

1. Name of the Child:

2. Age:

3. Sex: Male/Female

4. Father's/Mother's name:

5. Nationality:

6. Religion/caste:

7. Educational Attainment:

8. Summary of Case History:

- Health needs
- Emotional and psychological support needed
- Educational and Training needs
- Leisure, creativity and play
- Attachments and Relationships
- Religious beliefs
- Protection from all kinds of abuse, neglect and maltreatment
- Social mainstreaming
- Follow-up post release/restoration

**B. FORTNIGHTLY PROGRESS REPORT OF PROBATIONER**

**Part One**

1. Name of the Probation Officer/Case Worker
2. For the month of
3. Registration No.
4. Competent Authority
5. Profile No.
6. Name of the Child
7. Date of Supervision Order
8. Address of the Child
9. Period of Supervision

**Part Two**

Places of interview

Dates

.....	.....
.....	.....
.....	.....

1. Where the child is residing?
2. Progress made in any educational/training course.
3. What work he/she is doing and his/her monthly average earning, if employed.
4. Savings kept in the Post Office.
5. Savings Bank Account in his/her name.

6. Remarks on his/her general conduct and progress.

7. Whether property cared for?

**Part Three**

1. Any proceedings before the competent authority of or
  - a) Variation of conditions of bond
  - b) Change of residence
  - c) Other matters

2. Period of supervision completed on .....

3. Result of supervision, with remarks (if any)

4. Name and Addresses of the parent or guardian or fit person under whose care the juvenile is to live after the supervision is over.

Date of report .....Signature of the Probation Officer/Case –Worker

**C. PRE-RELEASE REPORT**

Tick whichever is applicable

Final Release

Transfer



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1. Details of place of transfer and concerned authority responsible in the place of

transfer/release

2. Details placement of the juvenile/child in different institutions
3. Training undergone and skills acquired
4. Final progress report of the officer-in-charge/probation officer/child welfare officer/case worker/social worker (to be attached)
5. Date of release/transfer
6. Date of repatriation
7. Requisition for escort if required
8. Identification of escort
9. Recommended rehabilitation plan including possible placements
10. Sponsorship requirement and report, if applicable
11. Identification of Probation Officer/Case worker/social worker/non-Governmental organization for post-release follow-up
12. Memorandum of Understanding with non-governmental organization identified for post-release follow-up
13. Identification of sponsorship agency/individual-sponsor for the child post-release, if any
14. Memorandum of Understanding between the sponsoring agency and individual sponsor
15. Details of Savings Account of the child, if any
16. Details of child's earnings and belongings if any
17. Details of awards/rewards due to the child if any
18. Opinion of the child
19. Any other information

**Note:** Pre-release report shall be prepared 6 months prior to the date of release/transfer of juvenile/child and shall take into account the recommendations of the last review report and all other relevant information.

**Annexure II: Format for Declaring Legally Free for Adoption & Deed of Surrender**

**JJ Rule 33(9) (d), form XIV**

**ORDER FOR DECLARING CHILD LEGALLY FREE FOR ADOPTION**

1. In exercise of the powers vested in the Child Welfare Committee..... constituted under sub-section..... of section..... of the Juvenile Justice (Care and Protection of Children) Act 2000 and sub-rule..... of rule..... of these rules. Minor..... born on (date)..... placed in custody of Specialized Adoption Agency (name & address)....., .....vide order..... dated..... of the Chairperson, Child Welfare Committee....., has been declared legally free for adoption on the basis of details furnished through:
- a) Inquiry/home study conducted by Child Welfare Officer/Social Worker/ Case Worker
  - b) Document of surrender executed by the parent(s) and surrender deed signed in the presence of the Committees under sub-rules..... of rule..... of these rules
  - c) Declaration submitted by the Specialized Adoption Agency under sub-rules..... of rule..... of these rules

2. ....(name of the Specialized Adoption Agency) shall fulfill all conditions specified in Juvenile Justice ( Care and Protection of Children) Act, 2000 and the rules relating thereto and furnish a copy of adoption decree/guardianship order in respect of the minor as may be required by Committee and the concerned Department of the State Government of -----

**Date:** \_\_\_\_\_ **Chairperson/Member**

**Place:** \_\_\_\_\_ **Child Welfare Committee**

For completion by the Specialized Adoption Agency.

- i. I have read and understood Chapters III and IV of Juvenile Justice (Care and Protection of Children) Act 2000 and the rules there under and agree to abide/be bound by the same while placing said minor in adoption.
- ii. I further declare that the particulars stated in the declaration submitted by me on .....true and correct. In case they are found to be false or incorrect the Committee has right to suspend this Release Order for (name of the minor) .....and ask for production of said minor before the Committee.

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_ **Child Welfare Officer/Social Worker**

Contd.

**DEED OF SURRENDER**

I.....d/o or s/o.....residing  
at.....  
.....  
am not in a position due to social reasons/ due to being single/ ill/ disabled to take care of  
my child (name, if any).....approximate age.....years,  
I am explained the consequences of surrendering my child by the Child Welfare Officer/  
Social Worker (name).....and the Child Welfare  
Committee ....., In full knowledge of all these facts. I am surrendering my  
child before the Committee today, dated..... Within two months from this  
stated date if I do not revise my decision to take back my child and do not approach the said  
Committee for the same, the Committee shall declare my child legally free for adoption and I  
shall have no further claim on my child.

Signature of parent/guardian  
Date

That I ..... Child Welfare Officer/Social Worker  
have explained the procedure and the consequences of surrendering the child to the  
concerned parent/guardian on (date).....

**Signature of Child Welfare Officer/Social Worker**

**Date:**

(Signed before me)

**Chairperson/ Member  
Child Welfare Committee**

**Annexure III: Staff Strength & Terms of Reference for Staff of SAA**

<b>Sl.No</b>	<b>Staff</b>	<b>Qualification</b>	<b>Responsibilities</b>
1)	Manager/Coordinator (1 nos)	Bachelors/Masters in Sociology, Social Work and Psychology with background in non-institutional forms of child care and Adoption	<ul style="list-style-type: none"> <li>• Manage HR, Administrative issues of the SAA</li> <li>• Registration of PAPs</li> <li>• Maintaining all records</li> <li>• Manage court procedures</li> </ul>
2)	Social Worker cum Early Childhood Educator (1 nos)	Bachelors/Masters in Social Work with background in early childhood education	<ul style="list-style-type: none"> <li>• Prepare CSR and HSR</li> <li>• Provide counselling support to children and prospective parents</li> <li>• Provide early childhood education to children</li> <li>• Conduct follow-up visit</li> </ul>
3)	Nurse (1 nos)	B.Sc ( Nursing) with experience in paediatrics	<ul style="list-style-type: none"> <li>• Provide technical inputs on the health and nutrition of the children</li> <li>• Provide care to sick children in the SAA</li> </ul>
4)	Doctor (Part time) (1 nos)	Pediatrician with minimum 5 years' experience	<ul style="list-style-type: none"> <li>• Prepare MER of the child</li> <li>• Provide medicine and health care for ill children</li> <li>• Monitor growth of children</li> </ul>
5)	Ayahs (6 nos)	Experience in managing small children	<ul style="list-style-type: none"> <li>• Provide care to the children</li> <li>• Ensure that they are provides food and medicines as per the food menu</li> <li>• Ensure sanitation and hygiene of children and the surroundings.</li> </ul>
6)	Chowkidar ( 1 nos)	Background check to be done of the individual	<ul style="list-style-type: none"> <li>• Watch and Ward support to the institution</li> <li>• Ensure that entry is restricted and only by prior authorization.</li> </ul>

**ANNEXURE-IV  
FORMAT FOR MONTHLY REPORT  
SUBMITTED BY SAAs/RIPAS**

NAME & ADDRESS OF THE AGENCY:

**(A) PARTICULARS ABOUT THE CHILDREN ADMITTED TO THE ADOPTION AGENCY IN THE MONTH OF \_\_\_\_\_**

Sl. No	Name of the child	Sex	Date of Birth	Date of Admission to the Children's Home	Present Health status of the child	Present Height, Weight & Colour of the child	Relinquished (Documents in Xerox copy to be submitted)	Abandoned/ Relinquished (Documents in Xerox copy to be submitted)	Remarks
1									
2									

**(B) PARTICULARS ABOUT THE PROSPECTIVE ADOPTIVE PARENTS REGISTERED IN THE MONTH OF \_\_\_\_\_**

Sl.No	Date of Registration	Name & address of prospective adoptive parents, Tel. No/E-mail No	Age	Educational Qualification	Occupation	Monthly Income	Child desired	Childless/ With child	Composite age
01	02		03	05	6	7	8	9	9
01									

(C)

**PARTICULARS ABOUT THE CHILDREN ADOPTED THROUGH PRE-ADOPTION FOSTER CARE IN THE MONTH OF \_\_\_\_\_**

Sl.No	Name of child	Sex	Age	Name & Address of the Adoptive parents	Date of Pre-adoptive foster care (Documents in Xerox copy to be submitted)
1					





(E)

**PARTICULARS ABOUT THE CHILDREN TRANSFERRED / DIED IN THE ADOPTION AGENCY IN THE MONTH OF \_\_\_\_\_**

Sl. no.	Name of the child with photograph	Sex	Date of Birth	Date of Admission to the Home	Abandoned/ Relinquished	Date and reason of death with documentary proof (in the case of death of the child)	Transferred to the agency & reason of transfer (In the case of transferred child)	Date of clearance from the local authority, date of VCA permission and date of CARA permission	Remarks

(G)

**PARTICULARS ABOUT INTER-COUNTRY ADOPTION IN THE ADOPTION AGENCY IN THE MONTH OF \_\_\_\_\_**

Sl. No.	Name of the child	Sex	Date of Birth	Name and address of the adoptive parents	Court case and order No with date	Date of departure from India

Signature :  
Name :  
Designation with Seal:

**Annexure V: Quarterly Reporting Format for SAA**

**FORMAT FOR QUARTERLY ADOPTION DATA FOR RIPAs / SAAs  
IN CASE OF IN-COUNTRY ADOPTION  
(PRE-ADOPTION FOSTER CARE & DOMESTIC ADOPTION)**

**DATA FOR THE FINANCIAL YEAR**

Name of the RIPAs / SAAs : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Landline : \_\_\_\_\_  
 Mobile : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Website : \_\_\_\_\_

	Pre-Adoption Foster Care in case of In-country Adoption*			In-country Adoption (Adoption Completed #)		
	Male	Female	Total	Male	Female	Total
<b>1st Quarter</b> (April to June)						
<b>2nd Quarter</b> (July to Sept)						
<b>3rd Quarter</b> (Oct to Dec)						
<b>4th Quarter</b> (Jan to March)						

\* Pre-adoption foster care means, a child who has left the institution with their adoptive family during the particular period pending finalisation of adoption court order from the competent court.

# Adoption completed means, court order finalized for the particular adoptive child during the particular period.

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Monitoring cell