

**Odisha State Child Protection Society
Women and Child Development Department
Government of Odisha**

No. 167

Date: 30.01.2016

ADVERTISEMENT

Applications are invited online by the Department of Women and Child Development, Government of Odisha for setting up of Specialized Adoption Agency (SAA) in 20 districts (Angul, Bargarh, Balasore, Bhadrak, Balangir, Boudh, Deogarh, Dhenkanal, Ganjam, Gajapati, Jharsuguda, Jajpur, Jagatsinghpur, Malkangiri, Mayurbhanj, Nawrangpur Nuapada, Rayagada, Subarnapur, Sundergarh). The application shall be submitted online to the Collector of concerned district, through web portal ngoprojectmonitoring.wcdorissa.gov.in. Last date of receipt of application is 20.2.2016. Detailed information is available on the Women and Child Development Department's website at www.wcdodisha.gov.in, www.oscps.nic.in

Sd/-
DIRECTOR, OSCPS

Odisha State Child Protection Society
Women and Child Development Department
Government of Odisha

APPLY FOR RECOGNITION CERTIFICATE FOR SPECIALISED ADOPTION AGENCY

1. As per the provisions under Section-65(1) of Juvenile Justice (Care and Protection of Children) Act, 2015, Specialized Adoption Agency is required to be established in each district for placement of orphan, abandoned or surrendered children for adoption in accordance with the provisions under Guidelines Governing Adoption of Children, 2015.
2. Applications are invited for setting up of Specialised Adoption Agencies in 20 districts (Anugul, Bargarh, Balasore, Bhadrak, Balangir, Boudh, Deogarh, Dhenkanal, Ganjam, Gajapati, Jajpur, Jharsuguda, Jagatsinghpur, Malkangiri, Mayurbhanj, Nawrangpur, Nuapada, Rayagada, Subernapur, Sundergarh), preferably in district headquarter.
3. Child Care Institutions with a valid registration certificate under Juvenile Justice (C&PC) Act, may submit the application to the Collector of concerned district where the home is located through online application portal (ngoprojectmonitoring.wcdorissa.gov.in) and also submit one set of documents in hard copy to the District Child Protection Officer (DCPO) of the district by 20.2.16.
4. As per the provisions under Para 24(1) of Guidelines Governing Adoption of Children, 2015, the Child Care Institutions are required to submit the application along with the following documents.
 - a) a copy of the registration certificate under the Society Registration Act 1860 (21 of 1860), the Indian Trust Act, 1882 (12 of 1882);
 - b) a copy of its Memorandum of Association, rules Guidelines and by-laws;
 - c) a copy of the registration as child care institution;
 - d) a list of management committee or executive committee or board members showing that majority of member of such members of such committee or board are Indian citizens;
 - e) annual reports including audited accounts for the last three years;
 - f) resolution by the agency supporting the decision for placing orphan, abandoned or surrendered children in adoption;
 - g) undertaking to abide by the relevant rules and adoption Guidelines in force
 - h) undertaking to regularly update data on Child Adoption Resource Information and Guidance System and to have necessary facilities for the same;
 - i) supporting documents indicating that the organization has been engaged in child protection and welfare activities;
 - j) list of children in the institution;
 - k) list of professional and child care staff.
5. District Child Protection Officer (DCPO) shall be contacted for all matters. Contact details of all DCPOs are available in the website of Odisha State Child Protection Society, W&CD Department (www.oscps.nic.in). Contact no. 0674-2353122, 2353049.
6. Preliminary scrutiny of applications shall be done by the D.C.P.O, concerned by 27.2.16 and objections if any made . known to the CCI concerned. Any objection pointed out must be complied by the CCI concerned by 8.3.16.

Sd/

Sri Ravindra Pratap Singh, I.A.S
Director, OSCPS
W&CD Department, Govt. of Odisha

APPLICATION FORM FOR SPECIALISED ADOPTION AGENCY

A. Information of CCI

1. (a) Name of the Child Care Institution(CCI):

(b) Postal Address:

(c) Contact No. & E- Mail ID:

2. (a) Registration Status under Society / Trust/ Company Sec - 25 registration Act:

(b) Registration No. of the CCI as per JJ Act and validity upto:

3. Details of Governing body (Managing Committee/Executive Committee):

S. No.	Name & Address	Designation in the Organisation	Principal occupation	Educational Qualification	Pan No	Phone & Email
1	2	3	4	5	6	7

4. Existing staff of CCI as per the ICPS norms

S. No.	Designation	Existing Staff			
		Full time/ Part time	Name	Gender	Educational Qualification
1	2	3	4	5	6

5. Existing CCI Infrastructure: Owned / Rented

Year of construction:

S. No.	Infrastructure and facility	Available	
		Numbers	Area (in Sq. Ft.)
1	Separate dormitories with bed and lockers		

2	Separate Toilets and bathroom		
3	Office room with computer and internet facility		
4	Counselling room		
5	Recreational activity hall		
6	Playground for outdoor activities		
7	Dining room with age appropriate furniture		
8	Kitchen room		
9	Sick room	Yes / No	
10	Medical facility	Yes / No	
11	Tie up with Doctors/Hospitals	Yes / No	
12	Electricity	Yes / No	
13	Safe Drinking Water	Yes / No	

6. Details of funds and UC for last 3 years

Year	Source of Funds	Amount
1	2	3
Year 1: _____	1. Own Source	
	2. Government Source	
	3. External Funds	
Year 2: _____	1. Own Source	
	2. Government Source	
	3. External Funds	
Year 3: _____	1. Own Source	
	2. Government Source	
	3. External Funds	

7. Name and Address of the Bank/Account No./Authorized Signatories operating the Bank Account for the Institution.

8. Nos. of children residing in the CCI

a. Capacity of the Institution:

b. Present strength:

Boys	
Girls	

c. Children with Special needs:

Boys	
Girls	

11. Arrangements of safety/Security/ Transportation:

12. Whether availing Income Tax Exemptions:

13. No. of children rehabilitated in CCI:

B. Proposal for the Special Adoption Agency

1. District in which proposing for Special Adoption Agency:
2. No. of children proposed to be kept in SAA
3. Details of existing and proposed staff for the Special Adoption Agency:

S. No.	Designation	Full time/ Part time	Name	Gender	Educational Qualification	Remarks (Existing / Proposed) Pl. Specify
1	2	3	4	5	6	7

4. Infrastructure for Special Adoption Agency:

Owned / Rented (Please tick mark)

Year of construction:

S. No.	Infrastructure and facility	Available		Proposed	
		Numbers	Area (in Sq. Ft.)	Numbers	Area (in Sq. Ft.)
1	Below 6 years				
1.1	0-6 months with Cradles				
1.2	6 months – 1 year with Cradles				
1.3	1-3 years with low height cots having protective side railings				
1.4	3-6 years (boys and girls separately) with cots				
1.5	Room with attached bathroom and Milk room				
2	6-18 years				
2.1	Separate dormitories with bed and lockers				
2.2	Separate Toilets				
3.	Common facilities				
3.1	Office room with computer and internet facility				
3.2	Counselling room				
3.3	Recreational activity hall				
3.4	Playground for outdoor activities				
3.5	Dining room with age appropriate furniture				
3.6	Kitchen room				
3.7	Sick room	Yes / No			
3.8	Medical facility	Yes / No			

3.9	Tie up with Doctors/Hospitals	Yes / No		
3.10	Electricity	Yes / No		
3.11	Safe Drinking Water	Yes / No		

4. Requirement of Grant in Aid for the Special Adoption Agency: (Yes / No)

5. If agree to run the SAA without any government aid, please give details of amount and source of funds as per yearly requirement

Signature of the Secretary of CCI

Checklist for submission of documents

Sl No	Name of the document	Put tick mark(v)
1	Copy of the registration certificate under the Society Registration Act 1860 (21 of 1860), the Indian Trust Act,1882(12 of 1882)	
2	Copy of its Memorandum of Association, rules Guidelines and by-laws;	
3	Copy of the registration as child care institution	
4	List of management committee or executive committee or board members showing that majority of member of such members of such committee or board are Indian citizens;	
5	Annual Reports including audited accounts for last three years	
6	Resolution by the agency supporting the decision for placing orphan, abandoned or surrendered children in adoption	
7	Undertaking i) to abide by the relevant rules and adoption Guidelines in force ii) to abide by the standards of care guidelines for SAA iii) to regularly update data on Child Adoption Resource Information and Guidance System(CARINGS)	
8	Supporting documents indicating that the organization has been engaged in child protection and welfare activities	
9	List of Children in the institution	
10	List of professional and child care staff	