



Ph:25383195

SEVA CHAKKARA ORPHANAGE

Managed by Seva Chakkara Samajam

(Regn.No.282/1990 & 382/1996)

Recognised by Govt. of Tamil Nadu

(A Charitable Society for Upliftment of Orphans, Destitutes, Street Children's and Rural Development)

89/41, Sami Pillai Street, Choolai, Chennai - 600 112, Tamil Nadu, India.

Roc.No.1187/SCS/2004

Dated 21st Sep' 2004

BY AIRMAIL

To
Beloved Sanjeev Ranganathan
4701 Monterey Oaks
Boulevard Apartment No. 337
AUSTIN,
TEXAS, TX 78749.

Sub: Re: List of Discharge and New Children Profile - New Phase of profiles
for your information.

Ref: Your email dated 27.08.2004.

Beloved Sanjeev

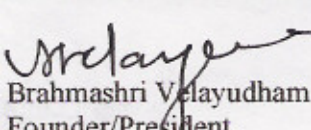
Greetings from children of Seva Chakkara Orphanage.

With reference to your ^{E mail} cited above, the new phase of profiles in connection with
and Annexure is enclosed herewith for your kind favour of perusal.

On the basis of the G.O. of Government of Tamil Nadu, we are following the
admission and discharge criteria.

This is for your kind favour of information and Namaskar.

Yours truly,
For Seva Chakkara Orphanage


Brahmeshri Velayudham
Founder/President.

Encl: G.O. of Tamil Nadu Government.

Abstract

SOCIAL WELFARE - Child Welfare - Fixation of minimum standards in the children homes run by Non-Governmental organisations - orders issued.

SOCIAL WELFARE AND NUTRITIOUS MEAL PROGRAMME DEPARTMENT

G.O.Ms.No.85

Dated 31st May, 2004

Read:

- i) From the Director of Social Welfare, Letter No.56988/CW.I(2)/2002, dated 6.5.2003.
- ii) From the Director of Social Defence, Letter No.11681/D1/2003, dated 21.8.2003.
- iii) From the Director of Social Welfare Lr.No.56988/CW.I(2)/2002, dated 11.9.2003.

ORDER:

In his letters first and third read above, the Director of Social Welfare has stated that a meeting with officials of Social Welfare, Social Defence, Health and other Non-Governmental Organisations was conducted on 3.3.2003 with an intention to fix a minimum standards for institutions which maintain children and the decisions arrived at the meeting was placed before the Board constituted under Orphanages and other Charitable Homes Act, 1960 during its II.nd meeting held on 18.3.2003 and the Board has approved the minimum standards with some modifications.

2. According to the Orphanages and other Charitable Homes Act, 1960, a certificate of recognition granted under the above Act by the Board of control shall specify the minimum standards regarding boarding, lodging, clothing sanitation, health and hygiene which, having regard to the conditions of the locality in which the recognized home is situated and its resources should be complied with in the home and also specify the standards of education or training to be provided for the inmates of the home, in case, the education of training of its inmates is undertaken. Based on the above Act and on the decision arrived at during the second meeting of Board of control under Orphanages and other Charitable Homes Act, 1960, the Director of Social Welfare has sent a proposal incorporating the suggestions of Indian Council for Child Welfare regarding the minimum standards to be maintained in the orphanages/ destitute homes for children run by Non-Governmental Organisations for the approval of the Government.

3. The Government, after careful consideration, approve the minimum standards to be maintained in the orphanages/ destitute homes for children run by the Non-Governmental Organisations as indicated in the Annexure to this order for implementation with immediate effect.

(BY ORDER OF THE GOVERNOR)

C.K.GARIYALI,
SECRETARY TO GOVERNMENT.

To
The Director of Social Welfare, Chennai.5.
The Director of Social Defence, Chennai.10.
The State Special Commissioner for Disabled, Chennai.6.
The Chairperson cum Managing Director, Tamil Nadu Corporation for Development of Women Ltd., Chennai.22.
The Project Co-ordinator, World Bank Assisted Integrated Child Development Services Scheme, Chennai.113.
Stock file / Spare Copies.

/forwarded / by order/

/true copy/

for Director of Social Welfare

ANNEXURE

Fixing of minimum standards orphanage / destitute home for children

I. PHYSICAL INFRASTRUCTURE

BUILDING: (Rented or own)

1. Sleeping quarters : 30 Sq. feet for each child (for both room and dormitory type)
2. Common Hall for prayer and meeting : This can also be used as Library and for Indoor games as well as for recreation.
3. Toilet : In the ratio of 1:10 children sufficient bucket and mug should be provided.
4. Bathroom : Separate kitchen with store room, Dining Hall and also with sufficient utensils. Place for cleaning area. Space for play ground, if there is no provisionat nearby Government School play grounds can be utilised.
5. Source of potable and drinking water : should be available .
6. Separate room for six children :

In the event of total number of inmates exceeding 250, the discretionary measures will be taken by the Board members regarding the number of toilet and bath rooms. Further, as regards disabled children the institution should have toilet facilities with reference to Disabilities Act.

II. ADMISSION CRITERIA

- (A) Abandoned child, Destitute child, child of single parent/ children from broken homes / abused child/ exploited child.
- (B) Siblings should not be separated wherever possible.

(C) Admission register in the following format.

S. No.	Name of the child	Date of Birth/ age	Sex	Name of the father/ Mother/ Guardian	Address
1	2	3	4	5	6
Whether abandoned/ deserted etc.	Whether Orphan/ Destitute certificate obtained	Family Background	Medical History if any	Remarks	
7	8	9	10	11	

(D) The institution should obtain the certificate from the Juvenile Welfare Board in case of abandoned child.

(E) The institution should complete the medical examination of the child from the date of admission.

III. PARENTAL ROLE AND RESPONSIBILITIES / VISITING HOURS

(a) Any two days in a month can be fixed as visiting days. Further, frequent meeting with the parents/ Guardian should be encouraged.

(b) Children may also be permitted to visit their guardian house during festival or holidays according to their wish. No compulsion should be made.

IV. MINIMUM FACILITIES FOR CHILDREN

(a) Clothing Two sets of clothing in a year along with two sets of school uniform.

(b) Toiletries Adequate toilet soaps/ Washing soaps/ Tooth brush/ Tooth paste/ tooth powder/ sufficient coconut oil. For adult girls, sanitary napkins should be provided with proper training to dispose them off properly.

- (c) Bedding Separate cradles for infants and each child will be provided with mat, pillow and bed sheets.
- (d) Storage One trunk box or cub-board should be allotted.
- (e) Lighting Sufficient lighting facilities in dormitories/ sleeping quarters and in the corridors and outside the Home and in toilets.
- (f) Ventilation Proper ventilation/ fans and windows.
- (g) Provision for mosquitoes prevention and other insects

V. STAFF:

- a. Trained and qualified care givers / Supervisors /Warden should be appointed.
- b. House mother/ Care givers / Supervisors / Helpers/ Warden should undergo training for caring children.
- c. Staff pattern in the following ratio should be appointed (House mother/ Care giver / Warden)
 - 1:5 for 0 to 2 years children.
 - 1:10 for 2 to 5 years children.
 - 1:25 for 5 years and above.
 - (Staff may work in shifts at any given point of time)
- d. Appointment of part-time or full-time Medical Officer/ Psychologists / Social Worker/ Counsellors desirable.
- e. First aid training to be given and provision of first aid box should be available.

VI. FOOD AND NUTRITION :

- a. Adequate and appropriate nutrition should be given.
- b. Daily menu chart should be exhibited in the kitchen, dining hall and in the office room, stating the time for break fast, lunch, snacks in the evening and dinner.

- c. Quantity served should be sufficient. Elder children should be provided with more food according to the age.
- d. Quality of food should be ensured and issued to satisfy the standard of dietetics, health and hygiene.
- e. Kitchen should be maintained in neat and clean hygienic manner.

VII. HEALTH AND MEDICAL CARE:

- a. Individual health record file. It should consists of age, height, weight, blood group, immunization details, allergies and also ailments suffered by the child.
- b. Regular Doctor visit to be ensured.
- c. Regular Medical Check-ups and referral services should be evolved. Those sick children should be under constant medical care.
- d. Updating of health record (infants- every quarter, 1-5 years - twice a year, above 5 years - once in a year).

VIII. EDUCATION:

- a) Children should be given formal education in schools run by Government / aided / private institutions / Special schools if needed. Opportunities for vocational training should be given.
Provision should be made for recreational and cultural activities.
- b) Children with learning difficulties must be given special attention.

IX. MANAGEMENT OF GOVERNANCE

- (a) Every institution should have one managing committee as per orphanages and other charitable homes act.
- (b) The Managing Committee and sub-committee should meet regularly to discuss above the improvements of the home and standards.
- (c) One person should be designated for the day to day supervision and the person should be legally responsible and accountable person.

- (d) Separate home should be maintained for male / female children above 10 years.
- (e) No child should be maltreated in the Home.
- (f) It is the responsibility of the management to provide minimum and basic amenities and training to the staff.

X. MAINTENANCE OF THE HOMES

The institution should arrange for

- a. Proper cleaning of toilets, floors, dormitories, wash base and entire premises.
- b. Arrangements should also be made for washing of Children's cloths.
- c. Proper system of garbage disposals, Disinfectant should be used.
- d. Regular white washing and painting should be undertaken.
- e. Safety of the building should be ensured and all the electrical lines should be covered.
- f. The drainage and wells, man-holes should be covered properly.
- g. Fire fighting equipment should be installed.
- h. Care should be taken to see that the drinking water and drainage water should not get mixed and proper vigil should be ensured, to avoid cholera, Diarrhea, etc. due to water contamination.

XI. MISCELLANEOUS:

- a. Female staff should be employed in the girl's institutions.
- b. Child file should be maintained for each child. A photo of the child to be pasted in the child's file.
- c. Minimum standard of safety to be ensured. (Fire, natural calamities)
- d. Disciplinary code / punishment : Any action which humiliate the child is to be forbidden.

- e. Respecting the individuality of each child (listening to them, individual care plan, periodical review of child case)
- f. Complaint and redressal procedure for children, parents, and also for staff.
- g. Monitoring system (Self monitoring or net work of NGOs)

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XII. RECORDS

- a. The organisation should maintain all relevant documents, grant-in-aid ledger, cash books, cash vouchers, ration stock, issue book, clothing and bedding stock file, donation register etc.,
- b. All documents should be made available for inspection by officers or by the board members.

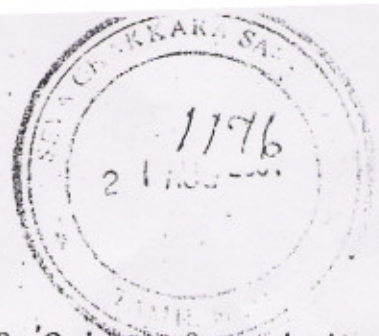
C.K.GARIYALI,
SECRETARY TO GOVERNMENT.

/true copy/

C. Malas
28/6/2011
for Director of Social Welfare.

/True copy/

Brahmashri VELAYUDHAM, M.A.,
FOUNDER / CHIEF FUNCTIONARY
SEVA CHAKKARA SAMAJAM
Recognized by the Government of Tamilnadu
CHENNAI-6000112,



புதுப்பிப்பு

பெறுநர்

திரு எஸ்.சந்திரமோகன், இ. ஆ. ப.,
சமூக நல இயக்குநர்,
சேப்பாக்கம்,
சென்னை-600 005.

திர்வாகி,
(அண்ணத்து பதிவு பெற்ற 565 நிறுவனங்கள்)

005. 54818/661(2)
ந.க.எண். 14916/2003-1/2003. நாள் 29.7.2004.

அம்மைப்பிள்ளை/ அம்மா,

பொருள் சமூக நலம் - குழந்தைகள் நலம் - ஆதரவற்றோர் இல்லங்கள் மற்றும் இதர அற நிலையங்களுக்கான சட்டம் 1960ன் கீழ் பதிவுச் சான்றிதழ் வழங்கப்பட்டது - குழந்தைகளுக்கான இல்லங்களில் பராமரிக்கப்பட வேண்டிய குறைந்த பட்ச அடிப்படை வசதிகள் - அரசால் நிர்ணயம் செய்து ஆணை வெளியிடப்பட்டது - தொடர் நடவடிக்கைக்கான அனுபந்தம் - சார்பு.

பார்வை அரசாணை எண், 85 சமூக நலம் மற்றும் சத்துணவு
கிட்டத்துவம், நாள் 31.5.2004.

பார்வையில் காணும் அரசாணையில் ஆதரவற்ற குழந்தைகள் இல்லங்கள் நடத்தும் தன்னார்வ தொண்டு நிறுவனங்கள் குழந்தைகளுக்கு அளிக்க வேண்டிய குறைந்த பட்ச அடிப்படை வசதிகளை நிர்ணயம் செய்து ஆணை வழங்கப்பட்டுள்ளது. அரசாணையில் தெரிவிக்கப்பட்டுள்ள இனங்கள் வாரியான அடிப்படை வசதிகள் தொடர்பான விவரங்கள் இக்கடிதத்துடன் இணைத்து அனுப்பப்படுகின்றன. அனைத்து தொண்டு நிறுவன பொறுப்பாளர்களும் அரசாணையில் அறிவுறுத்தியவாறு குறைந்த பட்ச அடிப்படை வசதிகளை உடன் அளித்து ஆதரவற்ற குழந்தைகளை பராமரித்து வருவாறு கேட்டுக் கொள்ளப்படுகிறது.

மேலும் ஆதாவற்ற குழந்தைகளை பராமரிக்கும் நிறுவனங்கள் குழந்தைகளின் பாதுகாப்பை முன்னிட்டு கீற்றுக் கொட்டகையில் இயங்கக் கூடாது என்றும் அறிவுறுத்தப்படுகிறது. இச் சான்றிக்கைக்கு பின்னரும் தோண்டு நிறுவனங்கள் கீற்றுக் கொட்டகையில் ஆதாவற்ற குழந்தைகளை பராமரித்து வருவது அறியப்பட்டால் நிறுவனத்தின் அங்கீகாரம் இரத்து செய்யப்படுவதோடு அல்லாமல் விதிமுறைகளின்படி நடவடிக்கை எடுக்கப்படுமெனவும் தெரிவிக்கப்படுகிறது.

இக்கடிதத்தை பெற்றுக் கொண்டவுமக்கு ஒப்புதலளிக்குமாறும் இல்ல
பொறுப்புள்ள/ தாளாளர் கேட்டுக் கொள்ளப்படுகிறார்.

எஸ்.சந்திரமோகன்
சட்டிக் நல இயக்குநர்.

நகல் அனைத்து மாவட்ட சமூக நல அலுவலர்கள் + அரசு நிர்ணயம் செய்துள்ள குறைந்த பட்ச அடிப்படை வசதிகளை நிறுவுவாங்கள் அளிக்க நடவடிக்கை மேற்கொள்ளப்பட்டு வருகின்றனவா ? என்பதை ஆய்வு செய்தும், குழந்தைகள் பாதுகாப்பான முறையில் பராமரிக்கப்படுகிறார்களா ? என்பதை உறுதி செய்து அறிக்கை அனுப்பும் பொருட்டும் அனுப்புவதிறது.

//உத்திரவின்டபடி//

சமீப நூல் இயக்குநருக்காக.