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**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

**சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY**

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**GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (WELFARE)**

(G. O. Ms. No. 12/SWS/2017,  
Puducherry, dated 14th December 2017)

**NOTIFICATION**

In exercise of the powers conferred under section 110 (1) of the Juvenile Justice (Care and Protection of Children) Act, 2015, the Lieutenant-Governor, Puducherry, hereby makes the Puducherry Juvenile Justice (Care and Protection of Children) Rules, 2017, read with Government of India, Ministry of Women and Child Development, notification, dated 21st September, 2016 and in repeal of Puducherry

Juvenile Justice (Care and Protection of Children) Rules, 2011 *vide* G. O. Ms. No. 27/2011-Wel.(SW-V), dated 6th September, 2011 of the Chief Secretariat (Welfare), Government of Puducherry in the Extraordinary Gazette No. 22, dated 11th October, 2011.

(By order of the Lieutenant-Governor)

**K. SARANGAPANI,**  
Under Secretary to Government  
(Social Welfare).

CHAPTER-I  
PRELIMINARY

1. *Short title and commencement.*— (1) These rules may be called the Puducherry Juvenile Justice (Care and Protection of Children) Rules, 2017.

(2) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Definitions.*— (1) In these rules, unless the context otherwise requires,-

(i) "Act" means the Juvenile Justice (Care and Protection of Children) Act, 2015 (2 of 2016);

(ii) "Authority" means the Central Adoption Resource Authority constituted under section 68 of the Act;

(iii) "Case Worker" means a representative from a registered voluntary or non-governmental organisation, who shall accompany the child to the Board or the Committee and may perform such tasks as may be assigned to him by the Board or the Committee;

(iv) "Child Adoption Resource Information and Guidance System" means an online system for facilitating and monitoring the adoption programme;

(v) "Child Study Report" means the report which contains details about the child, such as his date of birth and social background;

(vi) "Community Service" means service rendered by children in conflict with law who are above the age of fourteen years and includes activities like maintaining a park, serving the elderly, helping at a local hospital or nursing home, serving disabled children, serving as traffic volunteers, *etc.*

(5) Where the recognition of a fit person is withdrawn by the Board or the Committee, intimation of the same shall be sent to the Children's Court, Special Juvenile Police Unit and District Child Protection Unit and the child placed with such a fit person may be placed by the Board or the Committee or the Children's Court to another fit person or with a fit facility or any Child Care Institution.

(6) A list of fit persons recognised by the Board or the Committee shall be kept in the office of the Board and the Committee and the Children's Court and be sent to the Special Juvenile Police Unit, the District Child Protection Unit and the State Child Protection Society.

(7) The Board or the Committee or the Children's Court may place the child with a fit person in cases wherever required, including where the child cannot be sent to a Child Care Institution due to distance and/or odd time.

(8) The fit person shall:

- (i) have the capacity and willingness to receive the child; and
- (ii) provide basic services for care and protection of the child.

(9) The Board or the Committee or the Children's Court, depending on the need of the child and in consultation with the fit person shall determine the period for which a child shall remain with the fit person.

(10) The child shall not be placed with a fit person for a period exceeding thirty days and in such cases where the child requires further care, the Committee may consider the placement of the child in foster care or may consider other rehabilitative alternatives for the child. The Board or the Children's Court in such cases where the period of placement of the child may exceed thirty days, refer the matter to the Committee for further orders in respect of the child.

33. *Physical infrastructure.*— (1) The accommodation in each institution shall be as per the following criteria, namely:-

(i) Observation Home:

- (a) separate observation homes for girls and boys;
- (b) classification and segregation of children according to their age group preferably 7-11 years, 12-16 years and 16-18 years, giving due consideration to physical and mental status and the nature of the offence committed.

(ii) Special Home:

(a) separate special homes for girls above the age of 10 years and boys in the age groups of 11 to 15 and 16 to 18 years;

(b) classification and segregation of children on the basis of age and nature of offences and their mental and physical status.

(iii) Place of Safety:

(a) for children in the age group of 16 to 18 years alleged to have committed heinous offence pending inquiry;

(b) for children in the age group of 16 to 18 years found to be involved in heinous offence upon completion of inquiry;

(c) for persons above 18 years alleged to have committed offence when they were below the age of 18 years pending inquiry;

(d) for persons above 18 years found to be involved in offence upon completion of inquiry;

(e) for children as per the orders of the Board under clause (g) of sub-section (1) of section 18 of the Act.

(iv) Children's Home:

(a) while children of both sex below 10 years may be kept in the same home, separate bathing and sleeping facilities shall be maintained for boys and girls in the age group of 5-10 years;

(b) separate children's homes for boys and girls in the age group of 7-11 years and 12- 18 years;

(c) separate facilities for children upto the age of six years with appropriate facilities for infants.

(2) The Child Care Institutions shall be child-friendly and in no way shall they look like a jail or lock-up.

(3) Every Child Care Institution shall keep a copy of the Act and the rules framed by the Government, for use by both the staff and children residing therein.

(4) Each Child Care Institution shall have a Management Committee for the management of the institution and monitoring the progress of every child in the home.

(5) The Child Care Institutions for children in conflict with law and children in need of care and protection shall function from separate premises as per the criteria elaborated.

(6) The suggested norms for building or accommodation in each institution with 50 children may be as under:

(i)	2 Dormitories	Each 1000 sq.ft. for 25 children <i>i.e.</i> , 2000 sq. ft.
(ii)	2 Class rooms	300Sq.ft. for 25 children <i>i.e.</i> , 600 sq.ft.
(iii)	Sickroom/First aid room	75 sq.ft. per children for 10 <i>i.e.</i> , 750 sq. ft.
(iv)	Kitchen	250 sq. ft.
(v)	Dining hall	800 sq. ft.
(vi)	Store	250 sq.ft.
(vii)	Recreation room	300 sq.ft.
(viii)	Library	500 sq.ft.
(ix)	5 Bathrooms	25 sq.ft. each <i>i.e.</i> , 125 sq. ft.
(x)	8 Toilets	25 sq. ft. <i>i.e.</i> , 200 sq.ft.
(xi)	Office rooms	(a) 300 sq.ft. (b) Person-in- charge room 200 sq.ft.
(xii)	Counselling and Guidance room	120 sq.ft.
(xiii)	Workshop	1125 sq. ft. for 15 children @ of 75 sq.ft. per trainee.
(xiv)	Residence for Person-in-charge	(a) 2 rooms of 250 sq.ft. each (b) Kitchen 75 sq.ft. (c) bathroom- <i>cum</i> -toilet 50 sq ft.
(xv)	2 rooms for Juvenile Justice Board or Child Welfare Committee.	300 sq. ft each <i>i.e.</i> , 600 sq.ft.
(xvi)	Playground	Sufficient area according to total number of children.
	Total	8495 sq.ft.

(7) The Person-in-charge shall stay within the institution and be provided with quarters and in case he is not able to stay in the Child Care Institution for valid reasons, any other senior staff member of the institution shall stay in the institution and be in a position to supervise the overall care of the children and take decisions in the case of any crisis or emergency.

(8) There shall be proper and non-slippery flooring for preventing accidents.

(9) There shall be adequate lighting, heating and cooling arrangements, ventilation, safe drinking water, clean and accessible gender and age appropriate and disabled friendly toilets and high walls with barbed wire fencing.

(10) All institutions under the Act shall:

(i) make provision of first-aid kit, fire extinguishers in kitchen, recreation room, vocational training room, dormitories, store rooms and counselling room;

(ii) conduct periodic inspection of electrical installations;

(iii) ensure proper storage and inspection of articles of food; and

(iv) ensure stand-by arrangements for water storage and emergency lighting.

(11) Special infrastructural facilities and necessary equipment shall be provided to differently-abled children. Such facilities and equipment shall be designed under the guidance of specialists or experts.

(12) Other logistical and functional requirements which would be provided may include:

(i) computer sets;

(ii) photocopiers;

(iii) printer, scanner cum fax;

(iv) telephone with internet facility;

(v) web cam;

(vi) furniture for officials, record keeping cabinets, work stations, wheel chair and stretchers for medical room;

- (vii) chairs and tables for study and dining hall;  
 (viii) projector.

34. *Clothing, Bedding, Toiletries and other Articles.*— (1) The clothing and bedding shall be as per the scale and climatic conditions. The requirements of each child and the minimum standards for clothing and bedding shall be as under:

A. BEDDING

Sl. No.	Article	Quantity to be provided per child
(1)	(2)	(3)
1	Mattress	1 at the time of admission and subsequently 1 after every 1 year.
2	Cotton Durry	2 at the time of admission and subsequently 2 after every 2 years.
3	Cotton bed sheets	2 at the time of admission and subsequently 1 after every 6 months.
4	Pillow (Cotton stuffed)	1 at the time of admission and subsequently 1 after every 1 year.
5	Pillow covers	1 at the time of admission and subsequently 1 after every 1 year.
6	Cotton blankets/Khes	2 at the time of admission and subsequently 1 after every 2 years.
7	Cotton filled quilt	1 at the time of admission and subsequently 1 after every 2 years (in cold region in addition to the blankets).
8	Mosquito net	1 at the time of admission and subsequently 1 after every 6 months.
9	Cotton towels	2 at the time of admission and subsequently 1 after every 3 months.

## B. CLOTHING FOR GIRLS

Sl. No.	Article	Quantity per child
(1)	(2)	(3)
1	Skirts and Blouse or Salwar Kameez or Half Sari with Blouse and Petticoat.	5 sets per year for girls depending on age and regional preferences.
2	Age appropriate undergarments	3 sets every quarter.
3	Sanitary Towels	12 packs per year for older girls.
4	Woollen Sweaters (full sleeves)	2 sweaters yearly.
5	Woollen Sweaters (Half sleeves)	2 sweaters yearly.
6	Woollen Shawls	1 per year.
7	Nightwear	2 sets every 6 months.

## B. CLOTHING FOR BOYS

Sl. No.	Article	Quantity per child
(1)	(2)	(3)
1	Shirts	2 at the time of admission and subsequently 1 after every 6 months.
2	Shorts	2 at the time of admission and subsequently 1 after every 6 months for younger boys.
3	Pants	2 at the time of admission and subsequently 1 after every 6 months for older boys.
4	Age appropriate undergarments	3 sets every quarter.
5	Woollen jerseys(full sleeves)	2 yearly.
6	Woollen jerseys (half sleeves)	2 yearly.
7	Woollen Caps	1 in 1 year.
8	Kurta Pyjama for night wear	2 sets every 6 months.



## C. MISCELLANEOUS ARTICLES

Sl. No.	Article	Quantity per child
(1)	(2)	(3)
1	Slippers	1 pair at the time of admission and subsequently after every 6 months.
2	Sports shoes	1 pair at the time of admission and subsequently 1 pair after every 1 year.
3	School uniform	2 sets every six months for children attending Schools.
4	School bag	1 every year for children attending Schools.
5	School shoes	1 pair at the time of admission in School and subsequently 1 pair after every 6 months.
6	Handkerchiefs	2 at the time of admission and subsequently 2 after every 2 months.
7	Socks	3 pairs every six months.
8	Stationery	As per need.

(2) In addition to the clothing specified above, each child shall be provided, once in three years, with a suit consisting of one white shirt, one pair of shorts or pants, one pair of white canvas shoes and one blazer for use during ceremonial occasions. In the case of girls, it shall be one white half sari or one salwar kameez or one white skirt and one white blouse, a pair of white canvas shoes and a blazer.

(3) In every hospital attached to the institution where there is provision for in-patient cots, the following scale has to be followed:

Sl. No.	Night clothing and bedding	Scale for supply
(1)	(2)	(3)
1	Mattress	One per bed per 3 years
2	Cotton bed sheets	Four per bed per year
3	Pillows	One per bed per two year
4	Pillow covers	Four per bed per year
5	Woollen blankets	One per bed per 2 years
6	Pyjamas and loose shirts (hospital type for boys).	3 pairs per child per year
7	Skirts and blouses or salwar kameez for girls.	3 pairs per child per year
8	Cotton durry	One per bed per three years

(4) Toiletry: Every resident of the Child Care Institution shall be issued oil, soap and other material as per the following scale:

Sl. No.	Items	Quantity to be issued per child
(1)	(2)	(3)
1	Hair Oil for grooming the hair	100 ml. per month
2	Toilet soap/handwash	2 bars of 100 gms. per month
3	Tooth brush	1 in every 3 months.
4	Toothpaste	100 gm. (a tube) per month
5	Comb	1 in every 3 month.
6	Shampoo sachets	8 in a month (10 ml./per sachet).
7	Bathing soap	2 bars of 125 gms. per month
8	Hair clip/ band	2 bands in 3 month
9	Moisturiser or cold cream (during winters).	250 ml. in a month

(5) For washing of clothes and towels, bedsheet, *etc.*, the following scale may be followed:

(i) washing soap: 3 soaps for one month (125 gms) or equivalent washing powder;

(ii) whitening or bleaching agent to the extent required only for white clothing.

The hospital clothing shall not be mixed with other clothing at the time of washing and if necessary, the Superintendent can issue the above items separately for washing of hospital clothing. The superintendent may get installed washing machines, as required.

(6) The following items shall be provided for maintaining the Child Care Institutions in a healthy and sanitary condition:

Sl. No.	Items	Scale of Supply
(1)	(2)	(3)
1	Broom stick	25 to 40 per month depending on the area of the institution.
2	Pesticide spray	As per the institution Doctor's advice.

(1)	(2)	(3)
3	Effective bugs killing agent	As required.
4	Phenyl and cleaning acid	Depending on the area of lavatories to be (daily) cleaned as per institution Doctor's advice.
5	Mosquito repellent machines	2 per room per month with adequate fillets.

35. *Sanitation and Hygiene.*— (1) Every Child Care Institution shall have the following facilities, namely:

- (i) sufficient treated drinking water; water filters or RO shall be installed at multiple locations in the premises for easy access such as kitchen, dormitory, recreational rooms, *etc.*;
- (ii) sufficient water including hot water for bathing and washing clothes, maintenance and cleanliness of the premises;
- (iii) proper drainage system with regular maintenance;
- (iv) arrangements for disposal of garbage;
- (v) protection from mosquitoes by providing mosquito nets or repellants;
- (vi) annual pest control;
- (vii) sufficient number of well-lit and airy toilets with proper fittings in the proportion of at least one toilet for seven children;
- (viii) sufficient number of well-lit and airy bathrooms with proper fittings in the proportion of at least one bath room for ten children;
- (ix) sufficient space for washing and drying of clothes;
- (x) washing machine wherever possible;
- (xi) clean and fly-proof kitchen and separate area for washing utensils;
- (xii) sunning of bedding twice every month and clothing on regular basis;
- (xiii) maintenance of cleanliness in the Medical Centre;
- (xiv) daily sweeping and wiping of all floors in the home;
- (xv) cleaning or washing of the toilets and bathrooms twice everyday;

- (xvi) proper washing of vegetables and fruits and hygienic manner of preparing food;
- (xvii) cleaning of the kitchen slabs, floor and gas after every meal;
- (xviii) clean and pest proof store for maintaining food articles and other supplies;
- (xix) disinfection of the beddings at least once a year;
- (xx) fumigation of a sick room or isolation room after every discharge in case of contagious or infectious disease; and
- (xxi) cleanliness in medical centre.

36. *Daily Routine.*— (1) Every Child Care Institution shall have a daily routine for children developed in consultation with the Children's Committees, which shall be prominently displayed at various places within the Child Care Institution.

(2) The daily routine may provide, *inter alia*, for a regulated and disciplined life, personal hygiene and cleanliness, physical exercise, yoga, educational classes, vocational training, organised recreation and games, moral education, group activities, prayer and community singing and special programmes for Sundays and holidays and national holidays, festive days, birthdays.

37. *Nutrition and Diet Scale.*— (1) The following nutrition and diet scale shall be followed by the Child Care Institutions, namely:

- (i) the children shall be provided four meals in a day including breakfast;
- (ii) the menu shall be prepared with the help of a nutritional expert or Doctor to ensure balanced diet and variety in taste as per the minimum nutritional standard and diet scale;
- (iii) every Child Care Institution shall strictly adhere to the minimum nutritional standard and diet scale suggested as specified below:

Sl. No.	Name of the articles of diet	Scale per head per day
(1)	(2)	(3)
1	Rice/Wheat/Ragi/Jowar	600 gms. (700 gms. for 16-18 yrs age) of which atleast 100 gms. to be either wheat or ragi or jowar or rice.
2	Dal/Rajma/ Chana	120 gms.

(1)	(2)	(3)
3	Edible oil	25 gms.
4	Onion	25 gms.
5	Salt	25 gms.
6	Turmeric	05 gms.
7	Coriander seed powder	05 gms.
8	Ginger	05 gms.
9	Garlic	05 gms.
10	Tamarind/ Mango powder	05 gms.
11	Milk (at breakfast)	150 ml.
12	Dry chillies	05 gms.
13	Vegetables leafy	100 gms.
	non-leafy.	130 gms.
14	Curd or butter milk	100 gms/ml.
15	Chicken once a week or Eggs 4 days	115 gms.
16	Jaggery and Ground Nut Seeds or 60 gms. each (100 gms. for paneer) Paneer (vegetarian only) Once in a week.	
17	Sugar	40 gms.
18	Tea/Coffee	5 gm.
19	Sooji/Poha	150 gms.
20	Ragi	150 gms.
<b>Following items for 50 Children per day</b>		
21	Pepper	25 gms.
22	Jeera seeds	25 gms.
23	Black gram dal	50 gms.
24	Mustard seeds	50 gms.
25	Ajwain seeds	50 gms.
<b>On Chicken Day, for 10 Kg. of Chicken</b>		
26	Garam Masala	10 gms.
27	Kopra	150 gms.
28	KhasKhas	150 gms.
29	Groundnut oil	500 gms.
<b>For Sick Children</b>		
30	Bread	500 gms.
31	Milk	500 ml.
32	Khichadi	300 gms.

**Other Items:**

## 33. LP Gas for Cooking only:

(2) Children may be provided special meals on holidays, festivals, sports and cultural day and celebration of national festival.

(3) Infants and sick children shall be provided special diet according to the advice of the Doctor on their dietary requirement.

(4) The requirement of each child shall also be taken into account including need for iron and folic acid supplements.

(5) The menu for the day shall be prepared in consultation with the Children's Committee and shall be displayed in the dining hall.

(6) Variation in diet may be as per seasonal and regional variations, a suggested diet variation is given below:-

(i) varieties of dal *e.g.*, Toor (Arhar), Moong (Green Gram) and Chana (Bengal Gram) may be given alternatively;

(ii) on non-vegetarian days, vegetarian children shall be issued with either 60 gms. of jaggery and 60 gms. of groundnut seeds per head in the shape of laddus or any other sweet dish or 100 gms. paneer;

(iii) leafy vegetables such as Fenugreek (Methi), Spinach (Palak), Sarson (Mustard leaves) Gongura/Thotakura or any other saag *etc.*, may also be issued once in a week. If, a kitchen garden is attached to any institution, leafy vegetables should be grown and issued and the Superintendent should try to issue variety of vegetables and see that the same vegetable is not repeated for at least a period of one week;

(iv) seasonal fruits shall be provided in a non-repetitive manner in sufficient quantities;

(v) the Person-in-charge may make temporary alterations in the scale of diet in individual cases when considered necessary by him, or on the advice of the Doctor of the institution subject to the condition that the scale laid down is not exceeded.

## (7) Meal Timing and Menu:

(i) Breakfast - 7.30 a.m. to 8.30 a.m.

(a) upma/idly/dosa/pongal/Chapattis made of wheat or ragi or any other dish;

(b) chutneys from fresh curry leave or fresh coriander or Coconut or Gongura and Putnadal, *etc.*, dal or vegetable may be issued as a dish;

(c) milk;

(d) any seasonal fruit in sufficient quantity.

(ii) Lunch at 12.30 to 1.30 p.m. and Dinner-7.00 p.m. to 8.00 p.m.

- (a) rice or chapattis or combination of both;
- (b) vegetable curry;
- (c) sambar or dal;
- (d) butter milk or curd.

(8) Others:

(i) depending on the season, the Person-in-charge shall have the discretion to alter the time for distribution of food;

(ii) on the advice of the institution's Doctor or at the discretion of the Person-in-charge, every sick child who is prevented from taking regular food, on account of his ill-health, may be issued with medical diet as per the scale for sick children;

(iii) extra diet for nourishment like milk, eggs, sugar and fruits shall be issued to the children on the advice of the institution Doctor in addition to the regular diet, to gain weight or for other health reasons and for the purpose of calculation of the daily ration, the sick children shall be excluded from the day's strength;

(iv) special lunch or dinner may be provided to the children at the Child Care Institution at the rate fixed by the Person-in-charge of the Child Care Institution, from time to time on national festivals and festival occasions, including:

- (a) Republic Day (26th January);
- (b) Independence Day (15th August);
- (c) Mahatma Gandhi's Birth Day (2nd October);
- (d) Children's Day (14th November);
- (e) National festivals;
- (f) Local festivals;
- (g) Annual Day of the Child Care Institution.

38. *Medical Care.*— (1) In all Child Care Institutions, a Medical Officer shall be made available on call whenever necessary for regular medical check up and treatment of children.

(2) A Nurse or a para medic shall be available round the clock in all Child Care Institutions.

(3) Every Child Care Institution may:

- (i) arrange for medical examination of each child admitted in an institution by the Medical Officer within twenty- four hours of admission and in special cases or medical emergencies immediately;
- (ii) arrange for a medical examination of child by the Medical Officer at the time of transfer within twenty four hours before transfer;
- (iii) maintain a medical record of each child on the basis of monthly medical check-up and provide necessary medical facilities;
- (iv) ensure that the medical record includes weight and height record, any sickness and treatment, and other physical or mental problems;
- (v) have facilities for quarterly medical check-ups including dental check-up, eye testing and screening for skin problems and for treatment of children;
- (vi) every institution to have first aid kit and all staff be trained in handling first aid;
- (vii) make necessary arrangements for the immunization of children;
- (viii) take preventive measures in the event of out-break of contagious or infectious diseases;
- (ix) keep sick children under constant medical supervision;
- (x) not carry out any surgical intervention in a hospital on any child without the previous consent of his parent or guardian, unless the parent or guardian cannot be contacted and the condition of the child is such that any delay would, in the opinion of the Medical Officer, involve unnecessary suffering or injury to the health of the child or danger to life, or without obtaining a written consent to this effect from the Person-in-charge of the institution;
- (xi) provide or arrange for regular counselling of every child and ensure specific mental health interventions for those in need of such services, including separate rooms for counselling sessions within the premises of the institution and referral to specialised mental health centres, where necessary; and



(xii) refer such children who require specialised drug de-addiction and rehabilitation programme, to an appropriate centre administered by qualified persons where these programmes shall be adopted to the age, gender and other specifications of the child concerned.

(4) Baseline investigation of Complete Blood Count (CBC), Urine Routine, HIV, VDRL, Hepatitis B and Hepatitis C tests and allergy or addiction to drugs shall be conducted for all children at the time of entry into the institution as suggested by the Doctor after examining the child.

(5) Test for pregnancy or diseases for victims of sexual offences shall be conducted, if required, by the order of the Board or the Committee or the Children's Court. In such cases the District Child Protection Unit shall facilitate following of the procedures laid down in the Medical Termination of Pregnancy Act, 1971, if so needed.

(6) The Government through the District Child Protection Unit shall make provisions for those children diagnosed with special problems such as hormonal problems, immuno-compromised diseases, physical and mental disabilities on the recommendation of the Medical Officer. The children shall be kept in special care homes or hospitals and avail necessary medical/psychiatric and psychological support or treatment.

(7) All girls who have attained puberty shall undergo health assessment to detect iron deficiency. Necessary dietary plan and medicines shall be prescribed by the nutritionist and appointed Doctor, if need be.

(8) A psycho-social profile of every child shall be maintained by the Child Care Institution and updated every month. Special observations may be recorded, when required. Person-in-charge of the institution shall ensure that any recommendations made shall be duly complied with.

39. *Mental Health.*— (1) The environment in an institution shall be free from abuse, allowing children to cope with their situation and regain confidence.

(2) All persons involved in taking care of the children in an institution shall participate in facilitating an enabling environment and work in collaboration with the therapists as needed.

(3) Milieu based interventions and individual therapy are must for every child and shall be provided in all institutions.

*Explanation.* For the purpose of this sub-rule, "milieu based intervention" is a process of recovery, which starts through providing an enabling culture and environment in an institution so as to ensure that each child's abilities are discovered and they have choices and right to take decisions regarding their life and thus, develop and identify beyond their negative experiences, such intervention which has a critical emotional impact on the child.

(4) Individual therapy is a specialised process and each institution shall make provisions for it as a critical mental health intervention.

(5) Every institution shall have the services of trained counselors or collaboration with external agencies such as child guidance centres, psychology and psychiatric departments or similar Government and non-Governmental agencies, for specialised and regular individual therapy for the child,

(6) The recommendations of mental health experts shall be maintained in every case file, as required.

(7) No child shall be administered medication for mental health problems without a psychological evaluation and diagnosis by trained mental health professionals.

(8) Medicines should be administered to the children only by trained medical staff and not by any other staff of the Home.

40. *Education.*— (1) Every institution shall provide education to all children according to the age and ability, both inside the institution or outside, as per requirement.

(2) There shall be a range of educational opportunities including, mainstream inclusive schools, bridge School, open schooling, non formal education and learning where needed.

(3) Wherever necessary, extra coaching shall be made available to school going children in the institutions by encouraging volunteer services or tying up with coaching centres or tutors.

(4) Specialised trainers and experts shall be appointed to cater to the educational needs of children with special needs either physical or mental. Learning disorders shall be identified, assessed and reported in the Individual Care Plan. Further assistance shall be given to the child by trained professionals.

(5) Regularity of the education programme and attendance of the children shall be ensured.

(6) Children should be able to avail scholarships, grants and schemes and sponsorships.

41. *Vocational Training.*— (1) Every Child Care Institution shall provide gainful vocational training to children according to their age, aptitude, interest and ability, both inside or outside the Child Care Institution.

(2) Vocational training shall include occupational therapy, skill and interest based training, aimed at suitable placement at the end of the course. The institute, preferably Government recognised, providing vocational training shall give a certificate, on the completion of the course.

(3) Where vocational training is offered outside the premises of the Child Care Institution, children shall be escorted for such programmes with proper security planning and services, particularly for children who are at risk.

(4) A record shall be maintained for all children attending the programmes and the progress made by each child shall be reviewed. The report in that regard shall be submitted to the Board or the Committee or the Children's Court, as the case may be, on a quarterly basis.

42. *Recreational Facilities.*— (1) Recreational facilities may include indoor and outdoor games, yoga and meditation, music, television, picnic and outings, cultural programmes, gardening and library, *etc.*

(2) Sufficient space shall be made available for outdoor sports and games.

(3) Picnic and outings may include education fair or science fair, museum, planetarium, botanical garden, zoological garden, *etc.*

(4) Cultural event or sports competition shall be held once in a quarter to showcase talent on festivals or on days of national festivals.

(5) Library shall have child friendly environment. There shall be books in regional language, newspapers, children's magazines, puzzle books, picture books, books in braille, audio and video devices, *etc.*

(6) Space in the home shall be made available for gardening with technical input being given by a gardener to the children.

(7) Music, dance and art therapy may be included in the list of recreational activities to enhance the healing process of each child.

(8) Regularity of the activities shall be maintained with support of institutions and non-Governmental organisation, if needed and a report shall be submitted on quarterly basis to the Board or the Committee or the Children's Court, as the case may be.

43. *Management Committee.*— (1) Every Child Care Institution shall have a Management Committee for the management of the institution and monitoring the progress of every child.

(2) In order to ensure proper care and treatment as per the individual care plans, children shall be grouped on the basis of age, nature of offence or kind of care required, physical and mental health and length of stay.

(3) The Management Committee shall comprise of:

- |  |    |                   |
|--|----|-------------------|
| (i) District Child Protection Officer<br>(District Child Protection Unit). | .. | Chairperson       |
| (ii) Person-in-charge  | .. | Member-Secretary. |
| (iii) Probation Officer or Child Welfare Officer or Case Worker.           | .. | Member            |
| (iv) Medical Officer   | .. | Member            |
| (v) Psychologist or Counsellor   | .. | Member            |
| (vi) Workshop Supervisor or Vocational Instructor.                         | .. | Member            |
| (vii) Teacher  | .. | Member            |
| (viii) Social Worker Member of the Board or the Committee.                 | .. | Member            |
| (ix) Two child representatives from each of the Children's Committees.     | .. | Members           |
| (x) Any other special invitee with the consent of the Chairperson.         |    |                   |

(4) The Management Committee shall meet at least once every month to consider and review:

- (i) care in the institution, housing, area of activity and type of supervision or interventions required;
- (ii) medical facilities and treatment;
- (iii) food, water, sanitation and hygiene conditions;