



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



No. 1565

Date: 22.11.14

Attention!

Attention!

Attention!

ARE NOT YOU RUNNING AN UNREGISTERED CHILD CARE INSTITUTION?

- As per Juvenile Justice (Care and Protection of Children) Act 2000 and its subsequent amendments, Child Care Institutions (CCI) such as Children's Home, Shelter Home, etc. which house Children in Need of Care and Protection (CNCP) have to be mandatorily registered.
- If any Child Care Institution is running without registration, the Head of such institution is advised to submit written application for registration to the Collector of the respective district in the prescribed application form on or before 31st December 2014.
- Application for registration (Application form is available in the W & CD Department Website: <http://www.wcdodisha.gov.in> or Govt. website: <http://www.odisha.gov.in>) shall be disposed off by the competent authority on or before 31st March 2015. In case of grant of registration, the institution can continue to function as per the conditions of registration by maintaining minimum standards of care. On the other hand, if the application for registration is rejected, the CCI has to close down within 30 days from the date of communication of the rejection order.
- No new Child Care Institution should be established and run without obtaining registration under this act.
- Child Care Institution who will fail to apply for registration by 31st December 2014 shall be liable for prosecution as per law. Housing of children in unregistered CCI will be treated as illegal confinement and legal action as deemed proper shall be initiated against such organizations.

You may contact District Child Protection Officer (DCPO) for all matters relating to registration. The contact details of DCPOs of all districts are available on the website of W & CD Deptt.: <http://www.wcdodisha.gov.in> or website of Government of Odisha: <http://www.odisha.gov.in>.

This instruction supersedes all previous instructions issued by some districts on this matter.

Saswat Mishra

Commissioner –cum- Secretary to Govt.
W&CD Deptt., Govt. of Odisha

Last Date of Application : 31.12.2014

The Process of Registration

1. Apply for registration through prescribed application form filled in all respect to the Collector and submit it to the District Child Protection Officer of DCPU.
2. The application should contain necessary documents as per checklist.
3. Inspection committee with at least one CWC member and staff from DCPU will visit the CCI for a physical verification and check whether the minimum standard of care is being maintained.
4. CWC and DCPU will verify the proposal of CCIs in the light of physical verification report and send it to the DLPAC (District Level Project Appraisal Committee).
5. DLPAC will recommend the CCIs for registration subject to fulfilment of norms under JJ (CPC) Act.
6. Registration of CCIs will be done by the Collector-cum-District Magistrate and a certificate to this effect will be issued in favour of institution by the appropriate authority.
7. After the registration of a CCI, the DCPU shall communicate the same to the Odisha State Child Protection Society and W & CD Department with details (Name/Address/No. of children/Facilitates available etc.) of the CCI along with a copy of registration certificate.

The Head of the Child Care Institutions should apply to the Collector of the respective districts in the prescribed application form. **The duly filled application must reach the Office of the District Child Protection Unit on or before 31.12.2014.** The following documents can be downloaded from the website of W & CD Deptt. : <http://www.wcdodisha.gov.in> or website of Government of Odisha: <http://www.odisha.gov.in> for reference & application.

1. The application form
2. A checklist for submission of documents along with the application
3. Contact details of DCPOs of all districts

APPLICATION FORM

[For Child Care Institution (CCI) to Apply for the Registration Under JJ (CPC) Act]

1. (a) Name of the Institution / Home /Child Care Institutions (CCI)

(b) Postal Address

House No/Street No	Ward/Colony	Town/Villages	District
State	Pin No	Telephone No	
E-mail ID:			

2. (a) Registration Status Under Society Registration Act, XXI of 1860.

Registration No.

(b) Address of Registered Office of the Organisation.

House No/Street No	Ward/Colony	Town/Villages	District
State	Pin No	Telephone No	
Mail ID:			

3. Name and Address of the Secretary in charge of Institution.

4. Date of establishment of CCI at the Present Address.

5. Detail of Governing body.

(Managing Committee/Executive Committee)

SL. No	Name & Address	Designation In the Organisation	Principal Occupation	Education Qualification	Pan No	Phone & Email
1	2	3	4	5	6	7

6. (I) Details of funding Agencies for last 3 years.

SL.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.

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

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

Sl No	Name & Age	Residential address		Educational Qualification	Designation	Date of Appointment	Responsibility
		Local	Permanent				
1	2	3		4	5	6	7

9. Infrastructure Available

Year of Construction

I.	Owned	
II.	Rental	
III.	Lease	

- a. Total area of the campus/Plot
- b. Total liveable area of the building and No. of floors
- c. Play ground
- d. Details of available area for academic programmes
- e. Medical facilities available in the institution
- f. Nearest hospital address and distance
- g. Details of kitchen, dormitories, Activity room, Teaching Room/Toilets, Store, recreational room, staff room etc.
- h. Details of Education facilities provided to the inmates
- i. Details training facilities provided to the inmates.
- j. Drinking water facility with capacity

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

11. No. of Children residing in the organization
 - a. Capacity of the Institution
 - b. Present strength, male/female
 - c. Children with special needs, Male/Female.

12. Arrangements of safety/security/transportation

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

14. Classification of the Institutions

15. Whether availing Income Tax Exemptions

16. Whether complying with JJ Act.

Official Seal of the CCI

**Signature of the Manager or any authorized person
by the Managing Committee**

Checklist of documents to be submitted along with application form for registration of unregistered Child Care Institutions

1. Copy of the registration certificate under society registration Act, XXI of 1860.
2. Bye-Law of the Organisation
3. Memorandum of the Organisation
4. List of the names of the Governing Body
5. List of the names of the officer bearers
6. Balance sheet of past three years
7. Inquiry report of the DSWO/CWC member (if any)
8. Undertaking to follow the provisions of JJ (C &P of Children) Act, 2000 and its Amendment Act 2006.
9. Children list if any with authenticated photographs
10. Certificate of technical person regarding safety of building where children are housed.

Contact Details of District Child Protection Officers

Sl. No	District	Name	Mobile No.	Landline No.	Email ID
1	Angul	Gourishankar Behera	943 906 4633		dcpo.angul.od@nic.in
2	Balangir	DSWO in charge	943 710 6750	06652-231886	dcpo.balangir.od@nic.in
3	Balasore	Itishree Mohapatra	943 817 6707	06782-262407	dcpo.balasore.od@nic.in
4	Bargarh	Surendra Digal	9439360887		dcpo.bargarh.od@nic.in
5	Bhadrak	Prasanta Kumar Barik	993 755 5670	06784-250185	dcpo.bhadrak.od@nic.in
6	Boudh	Rahul Pradhan	943 782 7254		dcpo.boudh.od@nic.in
7	Cuttack	Pragati Mohanty	985 324 6528	0671-2509009	dcpo.cuttack.od@nic.in
8	Deogarh	Romeo Mohapatra	943 834 8294	06641-226645	dcpo.deogarh.od@nic.in
9	Dhenkanal	Anuradha Goswami	986 120 9603	06762-223246	dcpo.dhenkanal.od@nic.in
10	Gajapati	Arun Kumar Tripathy	986 112 1306	06815-222586	dcpo.gajapati.od@nic.in
11	Ganjam	Subodh Kumar Sarangi	943 945 8773		dcpo.ganjam.od@nic.in
12	Jagatsinghpur	Kanhu Charan Rout	993 863 8668	06724-221185	dcpo.jagatsinghpur.od@nic.in
13	Jajpur	Niranjan Kar	917 883 1718	06728-223622	dcpo.jajpur.od@nic.in
14	Jharsuguda	Sunanda Moharana	943 727 8475		dcpo.jharsuguda.od@nic.in
15	Kalahandi	Shailendu Sekhar Mohapatra	943 809 0100	06670-230213	dcpo.kalahandi.od@nic.in
16	Kandhamal	Rasmita Karan	943 742 3427		dcpo.kandhamal.od@nic.in
17	Kendrapara	Bijay Kumar Sahoo	943 993 0989	06727-232005	dcpo.kendrapara.od@nic.in
18	Keonjhar	Debangana Barik	943 878 5419	06766-255052	dcpo.keonjhar.od@nic.in
19	Khurdha	Banishree Pattnaik	943 963 3715	06755-220801	dcpo.khurda.od@nic.in
20	Koraput	Rajashri Das	943 836 8593	06852-252104	dcpo.koraput.od@nic.in
21	Malkangiri	Narayan Das	943 779 0432	06861-231211	dcpo.malkangiri.od@nic.in
22	Mayurbhanj	Mamata Mayee Biswal	943 816 2561	06792-255562	dcpo.mayurbhanj.od@nic.in
23	Nawarangpur	Suresh Ku, Pattnaik	889 518 6403	06858-223322	dcpo.nawarangpur.od@nic.in
24	Nayagarh	Pritikanta Panda	977 826 9073	06753-252199	dcpo.nayagarh.od@nic.in
25	Nuapada	Baladev Rath	943 700 1706	06678-225060	dcpo.nuapada.od@nic.in
26	Puri	Manoj Kumar Tripathy	943 864 8067	06752-226767	dcpo.puri.od@nic.in
27	Rayagada	Ramesh Chandra Nayak	943 918 8462	06856-223656	dcpo.rayagada.od@nic.in
28	Sambalpur	Suchismita Pattnaik	943 844 4544	0663-2412914	dcpo.sambalpur.od@nic.in
29	Subarnapur	Chaturbhuj Dash	943 752 8364		dcpo.sonepur.od@nic.in
30	Sundargarh	Sreebanta Jena	993 817 0450	06622-273343	dcpo.sundargarh.od@nic.in