

**FORM 46A**

[Rule 21(3) and Rule 21(15)]

**INSPECTION FORMAT FOR REGISTRATION AND RENEWAL OF A CHILD  
CARE INSTITUTION**

State:

District:

Name of Institution:

Educational facility:

**Type of Facility:** \_\_\_\_\_ (Children Home/Observation Home/Special Home/Place of Safety/Open Shelter/Specialised Adoption Agency/Fit Facility)

Name and address of the Institution: .....

Acts/Rules	Indicator	Status (Yes or No)	Remarks (In case of No Compliance or Partial Compliance)
<b>I. LEGAL STATUS</b>			
Registration of the Child Care Institutions	Registration of the Parent Organization under the Societies Registration Act 1860/The Indian Trusts Act 1882/The Companies Act 2013		
	Registration No. of the Parent Organization under the Societies Registration Act 1860/The Indian Trusts Act 1882/The Companies Act 2013		
	Foreign Contribution (Regulation) Act 2010, Registration (if any)		
<b>II. PHYSICAL INFRASTRUCTURE</b>			
Rule 29: Physical Infrastructure	Sign board displayed indicating name, type of CCI, contact details		
	Boundary wall/fencing		

	Classroom		
	Dormitories		
	Kitchen		
	Counseling		
	Recreation		
	Sick room		
	Library		
	Visitors' room		
	Vocational training		
	Dining hall		
	Store		
	Record room		
	Office room		
	Staff Residence		
	Bathrooms		
	Toilets		
Rule 31: Sanitation and Hygiene	Good condition of ceilings walls, floorcoverings, draperies, curtains, blinds, furniture, fixtures, and equipment		
	Child friendly bathrooms / bathing areas(1:10) available exclusively for children		
	Child friendly toilets (1:7) available exclusively for children		
	Safe and purified drinking water storage is available		
	Safe and purified drinking water is provided to all children		
	Proper drainage and garbage disposal facilities available		

	Clear guidelines regarding access of staff/visitors in identified areas especially in children's dormitories/toilets		
<b>III. MANAGEMENT/ STAFFING PATTERN</b>			
Rule 26: Management and Monitoring of Child Care Institutions	1 Person in Charge		
	2 Counselor		
	3 Child Welfare Officer/ probation officer/Case workers		
	4 House Mother/ House Father		
	1 Medical Officer (Physician)		
	1 Para medical staff		
	1 Store keeper cum accountant		
	1 (part time) Art and Craft cum musicteacher		
	1 (part time) PT instructor cum Yoga Trainer		
	1 Driver		
	2 Cook		
	2 Helper		
	2 House Keeping		
	Security Guard		
Any Other			
	Female Superintendent /Manager/In-Charge available for girls' unit		
Rule 89: Training of Personnel Dealing with Children	Training organized for the staff on-		
	Child Rights Protection		
	Care Giving		
	Rehabilitation		
	Juvenile Justice (Care and		

	Protection of Children) Act, 2015		
	Mission Vatsalya		
Rule 76: Abuse and Exploitation of the child	Training and Orientation of care givers		
	Training and Orientation of children		
Rule 65: Rehabilitation-cum-Placement Officer	Rehabilitation-cum-Placement Officer		
Rule 61: Duties of the Person-in-charge of a Child Care Institution	Superintendent/Manager/ In-charge stay on the campus		
<b>IV. FUNCTIONALITY</b>			
Rule 29: Physical Infrastructure	Computer with internet accessibility		
	Records stored safely		
	Essential Details including- Emergency Numbers		
	Duty Chart		
	Menu Chart		
	Attendance Status		
	Weekly Programme Schedule		
	Safe transport facility for children attaining education outside the campus		
	Separate facilities for children from staff and management		
	Facilities and support (equipment, staff, teaching and learning materials/aids) for children with special needs		
visual needs			

	Intellectual needs		
	hearing needs		
	others		
	Rooms and dormitories is free of unstable heavy equipment, furniture, or other items that children could pull down on themselves		
Rule 67: Security Measures	Privacy maintained in toilets and bathing areas		
	Basic emergency medical care equipment available		
	Special emergency medical care equipment available		
<b>V. PREVENTION AND PROTECTION FROM ABUSE</b>			
Rule 76: Abuse and Exploitation of the child	Standard operating procedure for child protection		
	Functional and accessible complaint and grievance redressal mechanism including for abuse prevention is in place, such as-		
	Suggestion Box		
	Child Helpline		
	CCTV Cameras		
	Children Committees		
	Regular Staff-Children Interface		
<b>VI. DAILY ROUTINE AND FACILITIES</b>			
Rule 32: Daily Routine	Daily routine is drawn up in consultation with the children's committee and/or with children's participation or as per the need		
	Daily routine is on public display		

	at prominent places in the institution		
Rule 38: Recreational Facilities	Enough/safe toys are available and accessible to children		
	Enough suitably equipped outdoor space for play is available and accessible to children		
<b>VII. NUTRITION AND RECREATION</b>			
Rule 33: Nutrition and Diet Scale	Staff is aware of the nutritional requirement of children at varying stages of development		
Rule 38: Recreational Facilities	Indoor recreation facilities are available for children		
	Outdoor recreation facilities are available for children		
	Any innovative activities to develop cooperation/ participation, resilience, etc. are harnessed		
<b>VIII. CLOTHING, BEDDING HYGIENE</b>			
Rule 30: Clothing, Bedding, Toiletries and other articles	clean, seasonal and age appropriate clothes, articles and toiletries as per norms are available		
	clean, seasonally appropriate mats and sleeping materials as per norms are available		
Rule 31: Sanitation and Hygiene	Sleeping material is cleaned /sanitized regularly or before reuse as needed		
	Rooms are regularly fumigated, disinfected and material provided to each child for prevention of		

	infection and disease		
	secured space to store personal belongings is available for each child		
	Whether following facilities available in Home for children:		
	Fans		
	Coolers		
	Air Conditioner		
	Heaters for Winter		
<b>IX. HEALTH CARE</b>			
Rule 34/35: Medical Care/ Mental Health	Nurse/paramedical staff is available in the Home at night		
	Staff is trained to provide First Aid		
<b>X. EDUCATION</b>			
Rule 36/69: Education	To provide age appropriate education option is available		
Rule 37: Vocational Training	Option for age appropriate, feasible and market oriented is available		
<b>XI. RECORD MAINTENANCE</b>			
Rule 77: Maintenance of Registers	Master Admission and discharge register		
	Supervision register		
	Medical File and Medical Report		
	Attendance register of children and staff		
	Order Book		
	Inquiry report file		
	Children's suggestion book/file		
	Voucher, Cash Book, Ledger,		

	Journal and Annual Accounts		
	Grant utilization register		
	Stock register		
	Nutrition/diet register		
	Budget statement register		
	Visitors' book		
	Staff movement register		
	Personal belonging register		
	Children's movement register		
<b>XII. FINANCIAL TRANSPARENCY</b>			
	Details of information about the sources of funding and that of the organisation as whole/ separately available		
	Sources of Funding-		
	Governmentaid/grant		
	National Donors		
	International Donors under the Foreign Contribution (Regulation) Act 2010		
	Corporate Donors		
	Own sources		
	Others		
Rule 53: Accounts and audit of the Authority	Details of project wise Bank Account(s) maintained by it with A/c No, purpose, amount received including FCRA Account available		

**I. RECOMMENDATION BY DISTRICT MAGISTRATE FOR REGISTRATION -**

1. Details of violations or discrepancies or not as per norms observed:-
2. The district already has ..... No. of Child Care Institutions (viz., ..... Children Home,.....)



Observation Home ..... Shelter Home,.....Special Home.....Special Adoption Agency) and.....Juvenile Justice Boards,.....Child Welfare Committees,.....District Inspection Committees and **has/does not have** (*tick as applicable*) a requirement for additional Child Care Institution.

3. In view of the above, the said Child Care Institution is recommended for consideration for registration/renewal of registration.

OR

In view of the above, the said Child Care Institution is not recommended for consideration for registration / renewal of registration. (*whichever is applicable*)

Sign and Stamp  
(Name)

District Magistrate

District.....

State.....

Date.....