

നമ്പർ : ICPS 2/15894/2016

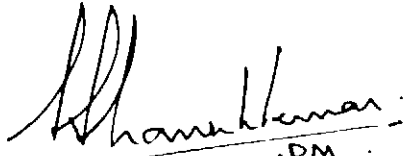
സാമൂഹ്യ നീതി ഡയറക്ടറേറ്റ്,
തിരുവനന്തപുരം. 23/11/2016

സർക്കുലർ

വിഷയം : സാമൂഹ്യ നീതി വകുപ്പ്, ഐ.സി.പി.എസ്.- അഡോപ്റ്റ് എ ഹോം പ്രോഗ്രാം സംബന്ധിച്ച്.

സൂചന : 18.05.2016 -ലെ SJD-A2/71/2016-SJD നമ്പർ സർക്കാർ കത്ത്.

മിനിസ്ട്രി ഓഫ് വിമൺ ആൻഡ് ചൈൽഡ് ഡവലപ്മെന്റ് നടത്തുന്ന അഡോപ്റ്റ് എ ഹോം പ്രോഗ്രാം പൊതുമേഖലാ സ്ഥാപനങ്ങൾക്കും കോർപ്പറേറ്റ് സ്ഥാപനങ്ങൾക്കും താൽപര്യമുള്ള വ്യക്തികൾക്കും ചിൽഡ്രൻസ് ഹോമുകൾ തിരഞ്ഞെടുത്തു പ്രവർത്തിപ്പിക്കുന്നതിനുള്ള പദ്ധതിയാണ്. ഇതു സംബന്ധിച്ച് ജില്ലാ കളക്ടർമാർക്ക് കത്ത് നൽകിയിട്ടുണ്ട്. ആയതിന്റെ പകർപ്പ് ഉള്ളടക്കം ചെയ്യുന്നു. ഇക്കാര്യത്തെക്കുറിച്ച് ജില്ലാ കളക്ടറുമായി ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർമാർ നേരിട്ടു ചർച്ച നടത്തി ചിൽഡ്രൻസ് ഹോം തിരഞ്ഞെടുത്ത് അവിടെ കുട്ടികൾക്കു വേണ്ടി നടത്തുന്ന പ്രവർത്തനങ്ങളിൽ പങ്കാളിയാകാൻ താൽപര്യമുള്ളവരും മാതൃകാപരമായി പ്രവർത്തിക്കുന്ന കോർപ്പറേറ്റുകളേയും ബിസിനസ് സ്ഥാപനങ്ങളേയും കണ്ടുപിടിച്ചു അറിയിക്കേണ്ടതാണ്.



സാമൂഹ്യ നീതി ഡയറക്ടർക്കു വേണ്ടി

എല്ലാ ജെ.ജെ സ്ഥാപന സൂപ്രണ്ടുമാർക്കും (അറിവിലേയ്ക്കായി)
എല്ലാ ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർമാർക്കും.

ഉള്ളടക്കം : സൂചനപ്രകാരമുള്ള കത്തിന്റെ പകർപ്പ്





Department of Social Justice
Office of the Director of Social Justice
Vikas Bhavan P.O.,
Thiruvananthapuram-695 033

BALA KIRAN P
DIRECTOR

Date 03-11-2016

പ്രിയപ്പെട്ട (Venkatesh)

വിഷയം : സാമൂഹ്യ നീതി വകുപ്പ്: ഐ.സി.പി.എസ്:- ചിൽഡ്രൻസ് ഹോമുകൾ - ഒത്തേടുകൾ പരിപാടി - സംബന്ധിച്ച്.

സൂചന : സർക്കാരിന്റെ 18/05/2016-ലെ SJD/A2/71/2016-SJD നമ്പർ കത്ത്

ഓരോ കുട്ടിയും ശരിയായ ശ്രദ്ധയും സംരക്ഷണവും അർഹിക്കുന്നു. കുട്ടികൾക്കാവശ്യമായ ശ്രദ്ധയും സംരക്ഷണവും ഉറപ്പു വരുത്തുന്നതിനുള്ള ഉത്തരവാദിത്വം അവരുടെ മാതാപിതാക്കൾക്കും കുടുംബത്തിനും സമൂഹത്തിനുമുണ്ട്. ശരിയായ ശ്രദ്ധയും സംരക്ഷണവും ലഭിക്കാതെ വിഷമസാഹചര്യങ്ങളിൽപ്പെടുന്ന അനേകം കുട്ടികൾ വിവിധ ചൈൽഡ് കെയർ സ്ഥാപനങ്ങളിൽ പ്രവേശിപ്പിക്കപ്പെട്ടിട്ടുണ്ട്. അവിടെ പ്രവേശിപ്പിക്കപ്പെട്ട കുട്ടികൾക്ക് ശരിയായ ശ്രദ്ധയും സംരക്ഷണവും ഉറപ്പു വരുത്തുന്നതിന് സർക്കാരിനും ബാധ്യതയുണ്ട്. അതിനു വേണ്ടി വിപുലമായ പരിപാടികൾ ചിൽഡ്രൻസ് ഹോമുകളിൽ നടന്നു വരുന്നു. സർക്കാരിന്റെ ഈ ഉദ്യമത്തിൽ മാതൃകാപരമായി പ്രവർത്തിച്ചു വരുന്ന കോർപ്പറേറ്റുകൾക്കും ബിസിനസ് സ്ഥാപനങ്ങൾക്കും വ്യക്തികൾക്കും പങ്കാളികളാവാം.

ഈ ലക്ഷ്യം മുൻനിർത്തി കേന്ദ്രസർക്കാർ ചിൽഡ്രൻസ് ഹോമുകളെ ഒത്തേടുകുന്നതിന് കോർപ്പറേറ്റുകളേയും ബിസിനസ് സ്ഥാപനങ്ങളേയും വ്യക്തികളേയും ക്ഷണിച്ചു കൊണ്ടു "Adopt a Home" എന്ന ഒരു പരിപാടിയ്ക്കു രൂപം കൊടുത്തിട്ടുണ്ട്. ഇതു സംബന്ധിച്ചുള്ള കേന്ദ്രസർക്കാരിന്റെ കത്ത് അനുബന്ധരേഖകളും സൂചനയിലൂടെ ഈ ഓഫീസിലേയ്ക്ക് അയച്ചു തരുകയും സംസ്ഥാനത്തെ ചിൽഡ്രൻസ് ഹോമുകൾക്കു പിൻതുണ നൽകാൻ തയ്യാറുള്ള ഐ.റ്റി/പബ്ലിക് സെക്ടർ/കോർപ്പറേറ്റു സ്ഥാപനങ്ങളെ കണ്ടുപിടിക്കാൻ സർക്കാർ ആവശ്യപ്പെട്ടിരിയ്ക്കുകയാണ്. സൂചനയിലെ കത്ത് അനുബന്ധരേഖകളും ഇതോടൊപ്പം അയയ്ക്കുന്നു.

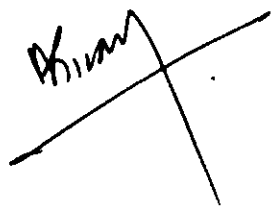
സാമൂഹ്യ നീതി വകുപ്പിന്റെ കീഴിൽ തിരുവനന്തപുരം പൂജപ്പുരയിൽ പ്രവർത്തിക്കുന്ന ഗവ. ചിൽഡ്രൻസ് ഹോമിൽ 50 കുട്ടികളെ സംരക്ഷിക്കുവാൻ അനുമതിയുണ്ട്. വിഷമകരമായ സാഹചര്യത്തിൽ നിന്നും വന്നിട്ടുള്ള 60 കുട്ടികളെ അവിടെ സംരക്ഷിക്കപ്പെടുന്നു. അവരുടെ ശാരീരിക മാനസിക സാമൂഹിക വികസനത്തിനു വേണ്ടി വിവിധ പരിപാടികൾ അവിടെ നടപ്പിലാക്കുന്നുണ്ട്. ഈ പ്രവർത്തനങ്ങളിൽ മാതൃകാപരമായി പ്രവർത്തിക്കുന്നതിന് കോർപ്പറേറ്റുകളേയും ബിസിനസ് സ്ഥാപനങ്ങളേയും പങ്കാളികളാക്കാവുന്നതാണ്.

ഇക്കാര്യത്തിൽ ആവശ്യമായ നടപടികൾ കൈകൊള്ളണമെന്നും അഭ്യർത്ഥിക്കുന്നു. പ്രസ്തുത ചിൽഡ്രൻസ് ഹോമിനെ ദത്തെടുത്ത് അവിടുത്തെ പ്രവർത്തനത്തിൽ പങ്കാളികളാകാൻ താത്പര്യമുള്ളവരും മാതൃകാപരമായി പ്രവർത്തിക്കുന്നതുമായ കോർപ്പറേറ്റുകളേയോ ബിസിനസ്സ് സ്ഥാപനങ്ങളേയോ കണ്ടുപിടിച്ചു അറിയിക്കണമെന്നും അഭ്യർത്ഥിക്കുന്നു.

ഇക്കാര്യത്തെക്കുറിച്ച് താങ്കളോട് നേരിട്ട് ചർച്ച ചെയ്യുവാൻ ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസറോട് ആവശ്യപ്പെട്ടിട്ടുണ്ട്.

A

അതമാർത്ഥതയോടെ



ശ്രീ. വൈകുണ്ഠപതി.എസ്
ജില്ലാ കളക്ടർ
തിരുവനന്തപുരം

ഉള്ളടക്കം : സൂചനപ്രകാരമുള്ള കത്തിന്റെ പകർപ്പ്.

GOVERNMENT OF KERALA

No. SJD-A2/71/2016-SJD

Social Justice (A) Department,
Thiruvananthapuram, Dated: 18.05.2016.

From

The Secretary to Government

To

The Director,
Social Justice Department.

Sir,

Sub:- Social Justice Department – Adopt a Home Programme – reg.

Ref:- DO Letter no.22/1/2016 – CW -II dated, 22/04/2016 from the Secretary
Ministry of Women and Child Development, Government of India.

I am to forward herewith a copy of the reference cited and request you to
identify individuals from IT/PSUs/Corporate sector for providing support to Children's
Home.

Yours faithfully,
K.M.LEELAMANI
Additional Secretary.
For Secretary to Government.

Approved for issue,


Section Officer.


24/5

4453/misc/16/450

सचिव

भारत सरकार

महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001

Secretary

Government of India

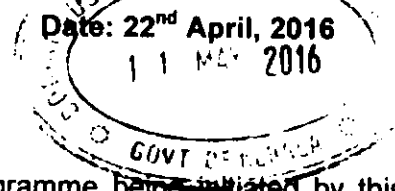
Ministry of Women & Child Development

Shastri Bhawan, New Delhi-110001

Website : <http://www.wcd.nic.in>

Date: 22nd April, 2016

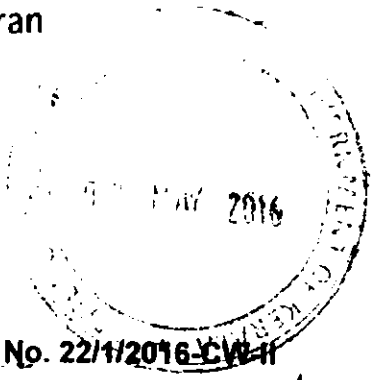
11 MAY 2016



सत्यमेव जयते

PLZ dism
e

Somasundaran



DO No. 22/1/2016-CW-II

600031/16

Dear Shri Mohanty,

I write to you in context of "Adopt a Home" programme being initiated by this Ministry wherein the corporate/business houses/organisations/ individuals may provide support to the Children Homes set up under the Juvenile Justice (Care and Protection) Act, 2015. The said programme comprises activities that have been selected from Schedule VI and VII, Section 135 of the Companies Act, 2013. This support may be sought by signing a Memorandum of Understanding (MOU) between the District Magistrate of the District where the Home is located and the official concerned from the corporate or the individual.

2. The corporate sector or the individual will receive periodical reports on the utilisation of their assistance; get an opportunity to visit the home; interact with children and mentor them; impart knowledge on their enterprises; identify the interested and suitable children for placement in their enterprises etc. Further they will also receive a recognition certificate for their contribution to the Children Home from this Ministry.

3. In this regard a copy of the program is enclosed herewith. You are kindly requested to take necessary action for implementation of the Adopt a Home Program in your State/UT at the earliest. Kindly apprise this Ministry of the same and share the progress during the Project Approval Board (PAB) Meeting held under ICPS for your State/UT at the Ministry.

With regards,

Yours sincerely,

Encl: As above

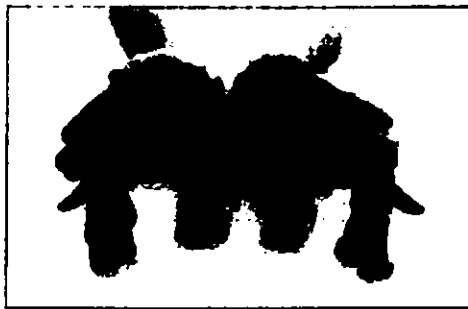
Discn & Pl edn by
17 PSUs / companies
(V. Somasundaran)

Shri P.K. Mohanty
Chief Secretary
Government of Kerala
Thiruvananthapuram - 695001

3.5/16

Pre- 22/7/16/BJD

ADOPT A HOME



Adopt a Home- make a difference in a young life

Our goal is to help children in need of care and protection staying in our Children Homes! Anything is possible if we work together to help these children who are vulnerable and need support.

Our Mission is to accomplish a task at one of our Children homes that helps make a difference in the lives of the children living there. The support provided by Corporates/Business Houses/Organisations and Individuals under the Adopt a Home Program will enhance their physical, emotional, intellectual, social and moral development.

Every child deserves love and care to reach his/her full potential.

MINISTRY OF WOMEN AND CHILD DEVELOPMENT

27th APRIL, 2016



-7-

मंत्री
महिला एवं बाल विकास मंत्रालय
भारत सरकार
नई दिल्ली-110001
MINISTER

MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

नका संजय गांधी

Maneka Sanjay Gandhi

MESSAGE

The Ministry of Women and Child Development has initiated a program named "Adopt a Home" whereby the corporate sector, business houses and individuals are invited to support the children staying in the Children Homes run by the State Governments/UTs and their NGO partners under the Juvenile Justice (Care and Protection of Children) Act. The program has a vision to ensure that children staying in Children Homes are given opportunities and facilities in conditions of freedom and dignity to develop while contributing to their overall sense of security and well-being.

Our mission is to provide a vehicle by which corporate and individuals accomplish a task at one of our Children homes that helps make a difference in the lives of the children living there. The support provided under the Adopt a Home Program will enhance their physical, emotional, intellectual, social and moral development. Every child deserves love and care to reach his/her full potential.

I expect this initiative to receive support from Corporates and individuals so that we can transform young lives today and give them a better tomorrow.

Maneka Sanjay Gandhi
(Smt. Maneka Sanjay Gandhi)

asundaran



9

सचिव

भारत सरकार

महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001

Secretary

Government of India

Ministry of Women & Child Development

Shastri Bhawan, New Delhi-110001

Website : <http://www.wcd.nic.in>

27TH April, 2016

MESSAGE

Adopt a Home program



Adopt a Home- make a difference in a young life

The Ministry of Women and Child Development has initiated a program named "Adopt a Home" whereby the corporate sector, business houses and individuals are invited to support the children staying in the Children Homes.

The District Magistrate (DM) shall be the officer in charge for Adopt a Home programme in the district to coordinate, manage and monitor the implementation of the program in the District.

Suggested focus areas to work together for the Corporate/Business houses/organisations are those listed under Corporate Social Responsibility (CSR) Guidelines Schedule VI & VII of the Companies Act, 2013. The utilisation of funds can be seen and reflected in individual corporate social responsibility policy as well as plans.

Regular progress reports shall be shared with the participants of Adopt a Home program as well as State and Central Government (MWCD). In turn, the corporate sector/ business houses/organisations/individuals will get recognition certificate for their contribution to the Children Home from the Ministry of Women and Child Development based on information received from the State Government.

I am hopeful that this initiative which is an example of community partnership with Government will be able to bring about a positive change and make a difference in young lives.

(V. Somasundaran)

Adopt a Home program



Adopt a Home- make a difference in a young life

1. Introduction

"Adopt a Home" program is based on the belief that a community prospers when it accepts responsibility for all of its members. The Ministry envisages implementing the program and seeking support of organisations, corporate/business houses and individuals that have a close working relationship and a shared commitment to children and families. The Indian business sector practices various methods of discharging its social responsibility for strengthening the community.

While a lot of human and economic energy is available for utilisation in this area, a suitable mechanism is required to channelize this energy for which the Government, corporate sector and the communities need to work together.

Section 135 of the Companies Act, 2013 details the Corporate Social responsibility of a company.

"Adopt-A-Home" program affords an exceptional opportunity that allows for businesses, civic groups, as well as individual financial contributors, to enrich the lives of children living in these children homes, which is required to provide a safe and nurturing environment for children who have been unfortunate enough to lose their biological parents and homes resulting in lasting negative effects. This program shall work to minimize this traumatic experience.

- 1.1 Ministry of Women and Child Development invites corporate, business houses and individuals who can take love, hope, friendship, trust and comfort to children staying in these Homes. You can adopt a Children Home! Become an important part of a team for children home(s) in your District!**

Schedule VI and VII of the Companies Act, 2013 details the activities to be under

Participating in the Adopt-a-Home program will enable corporates, business houses and individuals to address the needs of children living in these homes, thereby providing help to children requiring care and protection. This is an opportunity to use your ability to transform their lives and hearts and guide them in order to help them achieve their dreams.

Your support through Adopt a Home program will enhance physical, emotional, intellectual, social and moral development, safety and well being of such children enabling them to survive, reach his or her full potential. Moreover, as a participant to this program you can see the utilisation of your physical and financial support and positive results of your emotional support.

Our goal is to help these children in need of care and protection! Anything is possible if we work together to help the children especially these children who are vulnerable and need your support.

Our vision is to ensure that children staying in Children Homes are given opportunities & facilities in conditions of freedom and dignity to develop while contributing to their overall sense of security and well-being.

Our Mission is to provide a vehicle by which corporate and individuals accomplish a task at one of our Children homes that helps make a difference in the lives of the children living there. Every child deserves love and care to reach his/her full potential.

2. Corporate and business houses:

As a "matter of good corporate citizenship" the Corporate are invited to look beyond their own immediate business interests and come forward under their Corporate Social responsibility (CSR) Policy to make a positive difference in the lives of distressed children living in the Children Homes established in the States/UTs and financially supported by MWCD. This program supplements the

efforts of State and provide for nutritious food, clean water, basic health needs, and even a bed to sleep on. This is an opportunity for the business houses to make a difference in these young lives. The satisfaction from the regular progress of children will add to your smiles!

2.1 Suggested Focus areas for the Corporate/Business houses/organisations under "Adopt a Home" program under CSR Guidelines Schedule VI & VII of the Companies Act, 2013:

- i. Upgrading physical infrastructure of Children homes including proper housing (Schedule VI- 8) This also includes rooms for functioning of Child Welfare Committees(CWCs) waste management, (Schedule VI- 5 (e) solar energy and rain harvesting;
- ii. Providing non- formal, remedial education and vocational training so as to enable them to be part of society. Also covering children in the aftercare program; (Schedule VII (ii & vii)
- iii. Sponsoring Higher education for those in need (Schedule VII (ii)
- iv. Financial literacy and inclusion in financial services, arranging loans and tool kits for self employment; (Schedule VII (vii)
- v. Sports equipments, auditoriums, dramatics, art galleries (Schedule VI (c)
- vi. Support to the Health care in children homes; Palliative child care; Detoxification and treatment for Substance abuse; HIV/AIDS treatment(Schedule VII (v)
- vii. Support to the Homes for Special need children; (can be covered under Schedule VI- 8)
- viii. Psycho-social and economic support during natural disasters; (Schedule VII (9,e)

2.2 Additional suggested activities

- i. Providing opportunity for Community Services for Juveniles in conflict with law as part of their rehabilitation and restoration under the Juvenile Justice (Care and Protection of Children) Act, 2015.
- ii. Counselling and mental health support facilities
- iii. Capacity building programs for staff of the children homes
- iv. Advocacy on adoption and foster care program; prevention and identification of sexual abuse and any other program on child protection in the district;

- v. Organising and supporting Sports and dramatics competitions
- vi. Instituting award/scholarships/endowments etc
- vii. Create placement opportunities and provide future employment if possible as they grow into an adult
- viii. Build teams who offer their skills and expertise regularly in various areas of child welfare and child protection.

2.3 Benefits to Corporate/business houses/organisations

- i. Participating in Adopt-a-Home program will open the doors for corporate, business houses and individuals to contribute in nation building and thereby transform lives of children in need of care and protection for their physical, emotional, intellectual, social and moral development, safety and wellbeing.
- ii. The corporate sector/ business houses/organisations will get recognition certificate for their contribution to the Children Home from the Government of India through Ministry of Women and Child Development based on information received from the State Government.
- iii. The utilisation of funds can be seen and reflected in individual corporate social responsibly policy as well as plans.
- iv. The corporate sector will receive periodical reports on the utilisation of their assistance; get an opportunity to visit the home; interact with children and mentor them; impart knowledge on their enterprises; identify the interested and suitable children for placement in their enterprises etc.

3. Individual/ philanthropists

The Ministry also encourages individuals who want to sponsor a child staying in the Home for his/her specific needs thereby allowing them to be the only adult friend or family for those who do not have one.

3.1 Suggested activities

The Philanthropists may also provide support in terms of voluntary service/cash/kind for the following suggested activities:

- i. Upgrading physical infrastructure of Children homes including proper housing,(This also includes rooms for functioning of Child Welfare Committees), waste management, solar energy and rain harvesting;
- ii. Providing non- formal, remedial education and vocational training so as to enable them to be part of society. Also covering children in the aftercare program;
- v. Sponsoring Higher education for those in need

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- vi. Rendering services to support the health care in children homes as a visiting doctor
- vii. By doing voluntary work rendering support to the Homes for Special need children;
- viii. Counselling and mental health support facilities including post disaster psychosocial support
- ix. Instituting awards/scholarships/endowments etc

3.2 Benefits to Individual/ philanthropists

As a supporter in the Adopt a home program you will receive

- i. Information indicating visibility of utilisation of your financial support
- ii. A certificate of recognition for the contribution to the Children Home from the Government of India through Ministry of Women and Child Development on information received from the State Government
- iii. An opportunity to visit the home after due permissions from the authority concerned and interaction with children as a mentor
- iv. Regular updates from the Children Home about the activity being supported
- v. Regular progress report of individual children, supported by the individual/philanthropists
- vi. Information about how you can send the required items, cards, gifts, photos, medicines, sports equipments etc for children

4. Children are not a homogeneous group and their different needs need different responses especially the multi-dimensional vulnerabilities experienced by children in different circumstances. A long term sustainable, multi-sectoral, integrated and inclusive approach is necessary for the overall development and protection of children. Depending on your area of interest, expertise and finances available etc can consider any issue for support mentioned in the above para.

It is well- nigh impossible to fully anticipate the nature of activities that qualify for CSR spending. So CSR shall serve a public purpose and enhance public welfare.

5. Role of the Government Departments/Ministry

5.1 The Ministry of Women and Children through State Government shall notify the District Magistrate as the officer in charge for Adopt a Home programme in that district for the following:

- i. Coordination, management and support to corporate/business houses/ organisation/individuals wishing to participate
- ii. Selection of the Children Home or individual child under the program
- iii. Ensure and update the progress of the programme;
- iv. Shall conduct periodical reviews of the implementation.

5.2 The State Government shall submit the details once a year about the Adopt a Home Program to the Ministry at their respective Project Approval Board Meeting. The same will be incorporated in the formats for PAB meeting prepared at the Ministry.

5.3 Based on the information furnished in the PAB meeting, certificates for recognition shall be issued to the corporate/business houses/organisations and individual/philanthropists in a yearly award ceremony.

6. Implementation Mechanism at district level:

- i. The District Magistrate shall invite detailed proposals from the Children Home for financial assistance for an activity or support for a service(s) required in the Home in their respective districts.
- ii. District Magistrate along with the District Child Protection Officer (DCPO) shall clearly lay down a single or multiple activities by the Corporate/business house or an individual support for an activity or sponsorship for a single child or a group of children in the Home.
- iii. The District Magistrate shall give out a advertisement in the newspaper inviting corporate/individuals.

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- iv. Identify the time period, staff/personnel involved as a team from the Home and the Corporate/business house or the individual,
- v. This can be done by signing a Memorandum of Understanding (MOU) covering a range of services over a defined time period or agreements for specific activity for specific time period.
- vi. The District Magistrate shall sign a Memorandum of Understanding (MOU) in this regard with due approval of State Government/UTs.
- vii. The terms and conditions of the MOU shall be clearly spelt and mutually agreeable by the District magistrate and the Corporate. A suggestive sample of the MOU is attached.
- viii. The information of the activities undertaken under the program shall be communicated to the DCPU and the Superintendents of the Homes covered under the program as necessary by the District Magistrate.
- ix. Separate record of financial support or items received in kind or details of the activities conducted under the program shall be maintained by DCPU/ Home superintendent.
- x. Regular progress reports shall be shared with the supporters of Adopt -a - Home program after following the due procedures prescribed under the JJ Act, 2015 as well as the Ministry of Women and Child Development.
- xi. Funds from the State Governments/UT Administrations under ICPS shall continue as provided for the management of the children homes.

The emphasis should be on investments that contribute to ongoing improvements in the psycho- social and economic status of children for which the expenditure is intended.

Sample certificate of appreciation

MINISTRY OF WOMEN AND CHILD DEVELOPMENT

NEW DELHI

CERTIFICATE OF APPRECIATION

IS HEREBY AWARDED TO

(Name of the corporate/business house/organisation/individual)

FOR SUPPORT TOWARDS - ADOPT A HOME PROGRAM

AT

(Name and address of the Children home)

FROM

(TIME PERIOD)

Secretary MWCD

(Name & Seal)

District Magistrate

(Name & Seal)

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Flag B

MEMORANDUM OF UNDERSTANDING (Sample)
(MOU)

Between the District Magistrate (name of the district)
(Herein after referred to as **first party**)

And

The Corporate/business house/organisation/individual (name & address)
(Herein after referred to as **second party**)

1) Objectives

- To mutually agree that both parties are binding to each and every clause of this MoU
- To bring in additional resources for upgrading the existing facilities and services for children in the homes.

(Clearly spelt activity(s)/financial support/other material)

- To generate community support and develop a team based plan to create unique solutions for each child and his family, if available.

(Clear activity(s)/financial support/other material/ kind)

- To help the children to rediscover a sense of hope and possibilities in their life helping them to reintegrate in the society as useful productive members.

(Clear activity(s)/financial support/other material/kind)

2) Guidelines governing the MoU

- The cooperative activities undertaken by both the parties specifying what is included and what is excluded in the MOU should be clearly defined. Some of the areas to be addressed in this context shall include under what circumstances the MOU does and does not apply, whether it applies across to the whole of corporate/business

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house/organisation or just a part , or in particular locations or for particular activities.

- **Joint undertakings and responsibilities of each party:**
 - (a) A description of the cooperative activities of each Party under the MOU;
 - (b) A description of any resources exchange arrangement;
 - (c) Statements on timing, including relevant timelines, milestones to be achieved;
 - (d) Protocols for communicating between the Parties.

- **Terms of operation of the MOU:**
 - a) Cancellation provisions in case required
 - b) MOU review process;
 - c) Dispute resolution, including (or excluding) legal actions, negotiations, consultations, or executive actions;
 - d) Waivers and rights of both the parties to be incorporated in the MOU

- At the district level the District Child Protection Unit (DCPU) has been set up as the nodal unit for implementation of all child protection laws, schemes and services under the leadership of District Magistrate (DM). The MOU shall be signed by the DM himself as the first party and by the head of the corporate/business house/organisation or by the individual as the second party.

- The support extended by the Corporate/ business house/organisation or by the individual will be additional to the financial support provided to the children's Home under the Integrated Child Protection Scheme (ICPS).

- Single or multiple activities to be undertaken by the Corporate/business house or an individual support for an activity or

sponsorship for a single child or a group of children in the Home has to be clearly spelt out.

- The time period, staff/personnel involved as a team from the Home and the Corporate/business house or the individual shall be mentioned clearly.
- The proposal of one time action on long term or specific activity for a specific time period shall be mentioned step wise clearly
- The time period of sharing reports on the activities under taken/ progress of the program/progress of children shall also be clearly mentioned.
- The parties will be responsible to seek due permissions from competent authorities as and when required on their respective end
- The expiry date and the period of the MoU shall be mentioned and agreeable to both the parties keeping in mind the nature of activity to be undertaken.
- The period of MoU, if required shall be extended by a written modification or a written successor agreement subject to the subject matter of this MoU
- No assets will be created; no details of the program or photographs of children shall be printed for any purpose without prior approval of the authority concerned
- All communications shall be done in written or emails only. No decisions based on verbal communications to be undertaken except in times of natural disaster

3) Arbitration

- Every effort will be made by both the parties concerned to function in a coordinate and cordial manner to ensure that the children staying in the Children Home receive the best services through the effective implementation of the activities chosen under this Mou.
- In an event of any non co operation the State Secretary, concerned shall make all efforts to bring a mutually acceptable solution.