


## தஞ்சாவூர் மாவட்ட ஆட்சியர் அவர்களின் செய்திகுறிப்பு

தஞ்சாவூர் மாவட்டத்தில் குழந்தைகள் பராமரிப்பு இல்லங்களில் தங்க வைக்க இயலாத பாதிக்கப்பட்ட குழந்தைகளுக்கான விளையாட்டு மற்றும் பொழுதுபோக்கு மையம் அமைத்து நடத்திடுவதற்காக தகுதியுடைய நிறுவனங்களிடமிருந்து விண்ணப்பங்கள் வரவேற்கப்படுகின்றன.

மகளிர் மற்றும் குழந்தைகள் மேம்பாட்டு அமைச்சகத்தின் கீழான குழந்தைகள் பாதுகாப்புத் திட்டப்பணிகளில் மாவட்டத்தில் பாதிக்கப்பட்ட சூழ்நிலைகளில் உள்ள குழந்தைகளில் குழந்தைகள் பராமரிப்பு இல்லங்களில் தங்க வைக்க இயலாத குழந்தைகளுக்கான விளையாட்டு மற்றும் பொழுதுபோக்கு மையத்தினை அமைத்திடுவதற்கான வழிகாட்டு நெறிமுறைகள் தஞ்சாவூர் மாவட்ட இணையதளத்தில் <https://thanjavur.nic.in> பதிவேற்றம் செய்யப்பட்டுள்ளது.

மேற்காணும் வழிகாட்டு நெறிமுறைகளின்படி விளையாட்டு மற்றும் பொழுதுபோக்கு மையம் அமைத்து பராமரித்திட தகுதியுடைய நிறுவனங்கள் தங்களுடைய விண்ணப்பங்களை மாவட்ட குழந்தைகள் பாதுகாப்பு அலுவலர், மாவட்ட குழந்தைகள் பாதுகாப்பு அலகு, அரசினர் குழந்தைகள் இல்ல வளாகம், வ.உ.சி நகர், தஞ்சாவூர் - 613 007 தொலைபேசி எண்.04362 237014 மின்னஞ்சல் [dcpstnjr@gmail.com](mailto:dcpstnjr@gmail.com) என்ற முகவரிக்கு 14.8.2019 அன்றுக்குள் அனுப்பி வைத்திட கேட்டுக்கொள்ளப்படுகிறது.

  
மாவட்ட ஆட்சியர்  
தஞ்சாவூர்

  
12/8/2019

**Guideline for establishing Play and Recreation centre (PARC) as community out-reach programme under the Child Protection Services :**

**(1) MODE OF OPERATION :**

- 1.1 Play/recreation area can be within/co-located with existing CCIs/Open Shelter- Since the children who are vulnerable but are not living in the CCIs and reside in the neighboring areas may also have access to recreational facilities. The selected institutions will be responsible for the safety and security of the children in all aspects while within their premises.
- 1.2 The CCIs may themselves manage these Centres if they may be run in collaboration with other civil society organisation based on pre-defined parameters.
- 1.3 **The play/ recreation area may be established in the registered fit facility area other than CCI's.**

The Play and recreation centres may be established in one of the above modes or attached to a Fit Institution recognized by CWCs with the approval of District Collector.
- 1.4 Overall supervision of the CCI/Open Shelter/Fit Institution shall be maintained as prescribed under the JJ Act and Rules.

## **(2) Management :**

If the Centre is being run by the CCI/Open Shelter/ Fit Institution in collaboration with another Civil Society Organisation, such organization should have experience of working in the field of Child Rights, Child Protection and Child Welfare for atleast 3 years. Following points may also be considered while selecting the NGO.

- (a) The NGO should be registered with the web portal of NITI Aayog.
- (b) The NGO should be on-board of PFMS or should be willing to be on board within a month of getting approval for establishing play and recreation centre.
- (c) There should not be any criminal proceedings against the NGO pending in Court anywhere in the country.
- (d) The Organization should be financially sound and should not be dependent on grants being given for the centre.
- (e) The suitability of the NGO may be verified and approved by District Collector in the district.

## **(3) Facilities :**

The centre shall promote indoor and outdoor games as per the need of the children. The suggested list of indoor games can be as per **Appendix-I** and the suggested list of outdoor games can be as per **Appendix-II**. The Premises of the centre could also be used for other extracurricular/ therapeutic activities such as yoga, singing, dancing, theatre, quiz etc. as per the interests and needs of the children. The centre must also have proper facility for drinking water and toilets, may be exercised. The concept of gender parity and equality may be exercised in the centre including(engagement of these adult caregivers).

**(4) FINANCIAL ASSISTANCE :**

- 4.1 In order to run and operate the PARC, the following assistance on a recurring basis will be provided :

| <b>Sl. No.</b>     | <b>Head</b>   | <b>Expenditure (Rs.)</b>          | <b>Total cost in INR</b> |
|--------------------|---|-----------------------------------|--------------------------|
| 1.                 | Part time Educator/ Instructor (02)   | 14,000<br>per month<br>per person | 3,36,000                 |
| 2.                 | Sports equipments and other material (age appropriate)  | 48,000<br>per annum               | 48,000                   |
| 3.                 | Contingency   | 25,000<br>per annum               | 25,000                   |
| <b>Total</b>       |   |                                   | <b>4,09,000</b>          |
| 4.                 | Overhead funds: may be used for the administrative expenses towards the services provided by CCIs/ NGOs | 15%<br>of total Cost              | 61,350                   |
| <b>Grand Total</b> |   |                                   | <b>4,70,350</b>          |

- 4.2 The above assistance will be provided in 60:40 ratio by the Central/ State Government/ UTs with Legislature; 90:10 ratio by the Central/ State Governments for North-Eastern and Himalayan States: and 100% by Central Government in respect of Union Territories without Legislature. The funding pattern shall always be maintained as per the extant instructions of Ministry of Finance as issued from time to time.
- 4.3 Central Government share would be released as a six-monthly advance basis; the second installment to be released only on submission of necessary Utilisation Certificate.
- 4.4 The items and equipments purchased from the funds released by the MWCD will be required to be entered in Permanent Stock

Register and the same should be maintained and remain available in the respective CCI for inspection.

- 4.5 The Expenditure Advance and Transfer (EAT) module should be followed for making expenditure through PFMS by the CCI/ implementing agency.

### Illustrative List of Indoor games

- ❖ Craft Activities
- ❖ Indoor games like carom board, chess, ludo etc.
- ❖ Painting, including fabric and pebbles and painting workshop etc.
- ❖ Dance and drama workshops
- ❖ Workshops on motivational talks, videos, group discussions, debating, essay competitions etc.

### **Illustrative List of Outdoor games**

- ❖ Outdoor games like badminton, tennis, cricket, football, skipping rope, hockey, basket ball, volleyball, kabaddi, khokho etc.
  
- ❖ Outreach activities within the village to empower girls with appropriate employment generating skills.

**DRAFT APPLICATION FORMAT**

**Play and Recreation for Children (PARC)**

**PART A- Child Care Institutions/ Open Shelters/ Fit Facility**

1. Name and full Postal address of the head office of the Institutions/ Organization :
  - (a) Name of the Institution
  - (b) Name of the Organization
  - (c) District
  - (d) State
  - (e) Pin Code
  - (f) Telephone No. with STD Code
  - (g) Fax No.
  - (h) Mobile No.
  - (i) E-mail ID
  
2. Name and full Postal address of the Person in-charge :
  - (a) Name
  - (b) Address
  - (c) Telephone No. with STD code
  - (d) Fax
  - (e) Mobile No.
  - (f) E-mail ID
  - (g) Aadhar Number
  - (h) PAN Number
  
3. Bank details of the Institution/ Organization :
  - a) Bank Name
  - b) Bank Branch
  - c) Bank Account Number
  - d) IFSC Code
  
4. Details of Registration under Juvenile Justice (Care and Protection of Children) Act 2015 ?
  - (a) Registration No.
  - (b) Date of Registration
  - (c) Period of Validity
  
5. Unique ID of NITI Aayog's NGO Darpan PORTAL
  
6. Bye-laws of the organization allowing receiving Govt. grants and implementing women's programme in the project area? (Copy to be enclosed)
  
7. Total experience of work in the field of Child Rights, Child Protection and Child Welfare.



## **PART B- PARC**

1. Name and full Postal address of the head office of the NGOs proposed to manage PARC :

- (a) Name of the Institution's Head Office
- (b) District
- (c) State
- (d) Pin Code
- (e) Telephone No. with STD code
- (f) Fax No.
- (g) Mobile No.
- (h) E-mail ID

2. Name and full Postal address of the NGOs proposed to manage PARC:

- (a) Name of the Institution
- (b) District
- (c) State
- (d) Pin Code
- (e) Telephone No. with STD Code
- (f) Fax No.
- (g) Mobile No.
- (h) E-mail ID

3. Name and full Postal address of the Person in-charge :

- (a) Name
- (b) Address
- (c) Telephone No. with STD Code
- (d) Fax
- (e) Mobile No.
- (f) E-mail ID
- (g) Aadhar Number
- (h) PAN Number

4. Total Experience of the proposed Organization in the field of Child Rights, Child Protection and Child Welfare (in years) :

5. Trainers/ Educators/ Instructors and other employees :

- (a) Name
- (b) Age
- (c) Qualification
- (d) Total Experience
- (e) Relevant Experience

6. Please tick on the appropriate response in the given questions in the Check list :

| Sl. No. | Questions  | Yes | No |
|---------|--|-----|----|
| 1.      | Is your organization having minimum 3 years of experience in the field of Child Rights, Child Protection and Child Welfare   |     |    |
| 2.      | Is your organization on-board of PFMS?<br><br><ul style="list-style-type: none"> <li>• If Yes, please tick on YES,</li> <li>• If No, please refer to Sl.No.2(a)</li> </ul> |     |    |
| 2(a).   | If your response is NO for Question 2, please confirm whether PFMS registration will be done in 1 month ?  |     |    |
| 3.      | Is there any criminal proceeding against your organization/ NGO, Person-in-charge or Staff pending in Court anywhere in the country or aboard?                             |     |    |

7. Organization Capacity including past experience in vocational training (Last 3 years) :

| Project already executed | Beneficiaries covered | Project cost | Source of funding |
|--------------------------|-----------------------|--------------|-------------------|
|                          |                       |              |                   |
|                          |                       |              |                   |

8. Financial Status of the Organization in last 3 years :

| Year | Income | Expenditure | Surplus/ Deficit |
|------|--------|-------------|------------------|
|      |        |             |                  |
|      |        |             |                  |

9. Project Proposal (800-1000 words)

**Signature with Office stamp,**

**Date :**

## **ANNEXURE-II**

### **Checklist for Task Force under DC/DM**

- (i) Location with Complete Address :
  
- (ii) Justification for proposing PARC :
  
- (iii) NGO proposed to be running the facility :
  1. What activities has the NGO undertaken till now ?
  2. Is the NGO getting or has got financial/ other support from any other scheme under the State or Central government ?
  3. Is this project a replication of any other recreational programme which is already be run by the concerned NGO ?
  4. Has the organization/ Institution have an experience of working in the field of Child Rights, Child Protection and Child Welfare (Minimum 3 years)
  5. Is the NGO on-board of PFMS or willing to be on-board within one month of application.
  6. Any criminal proceedings pending/ on going in the court against the organization/ institution.
  7. Is the organization financially sound?

## **ANNEXURE-III**

### **Recommendation by Task Force under the DC/DM**

1. Name and full address of the Organization
2. Location Address of proposed PARC
3. Name of the Scheme for which application is made
4. Name and designation of the Officer who inspected the organization
5. What is the justification for the project applied for ?
6. Is the proposal recommended for sanction/ release of grants ?

**Signature of DC/DM with Official Stamp,**

**Date :**

## **ANNEXURE-IV**

### **RELEASE OF INITIAL GRANT**

1. Attested Copies of Audited Statement of Accounts (for proceeding three years).
2. Annual Report for three proceeding years.
3. Proof of experience in the sector concerned.
4. Copy of Registration Certificate.
5. Undertaking that it is not drawing funds from any other State or Central Government Scheme for the same purpose.
6. Copy of Unique ID generated on NGO Darpan Portal of NITI Aayog.

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