

**PROTOCOL FOR ENGAGING NEW STAFF FOR CCI (OBSERVATION HOME-BOYS), KHORDHA
WITH REFERENCE TO MISSION VATSALYA GUIDELINE D.O.No CW-II22/6/2022-CW-II(e-99580)
DT05.07.2022 & RESOLUTION NO. 10102/WCD-CW-MISC-0023/2020 DT-15.09.2020 ISSUED BY THE
W & CD DEPARTMENT, GOVT. OF ODISHA**

The vacant staffs in Observation Home (OH), Khordha will be recruited as per the posts prescribed in the Mission Vatsalya guidelines and as per the qualifications prescribed in the Mission Vatsalya Guideline & GIA guidelines 2020. The posts are purely temporary, time bound and co-terminus with the scheme or depending on the satisfactory performance whichever is earlier. The period of engagement will be initially for one year and may be extended further depending on the performance appraisal report every year.

- i.* The District Inspection Committee shall make quarterly inspection and assess the performance quality of staff and the staffing structure in OH.
- ii.* The staff strength of the institution will be maintained as per the Mission Vatsalya guidelines, and as revised from time to time. Any vacancy in the institutions shall be reported to the District Administration and will be filled-up from the panel recommended by the selection committee following the procedure outlined in GIA guidelines.
- iii.* The District Inspection Committee shall conduct an assessment of the current staff position in the OH and intimate the vacancy position to the District Collector.
- iv.* The recruitment to new / vacant posts shall be conducted through a transparent procedure including advertisement for the post in at least two widely circulated newspapers by the management. The funds for the advertisement will be spent by the OH from its contingency budget. DCPU of the concerned District will facilitate the process.

How to Apply

Eligible candidates may submit their applications with all required documents and testimonials addressed to the District Child Protection Officer, Office of the District Child Protection Unit, Khordha in-front of Old Collectorate, Khordha Pin No-752056 latest by **21.06.2023** by 05.30 pm through Speed Post / Registered Post only. Separate applications in sealed cover have to be submitted against each post super scribing the post applied for on the top of the envelope. Application received after stipulated date or time or by hand or any other mode shall not be entertained and will be rejected. The authority reserves the rights to cancel the advertisement in response to a single post or all posts without assigning any reason thereof. Selection of candidates will be made on the basis of the procedures specified in the Resolution No. 10102/WCD-CW-MISC-0023/2020 Dt-15.09.2020 issued by the Women & Child Development Department, Govt. of Odisha, Bhubaneswar or as decided by the Selection Committee constituted for the purpose.

- v.* The following documents have to be attached with the application forms: - **(Application form is enclosed below)**-Annexure-A & Annexure -B
 - a.* Self-attested photocopy of Certificate and mark sheet in respect to qualification of the candidate for Under- Matric (For specific posts), HSC, Graduation, Post Graduation or any other professional degree.
 - b.* One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed to the application form.
 - c.* Certificate of experience issued from previous employer or any other institution if any.
 - d.* Self declaration regarding non involvement in any criminal activities especially child related offences.
- vi.* The concerned OH will make a list of the applicants received for different position separately and submit it to the Selection Committee comprising the following member:

1. Additional District Magistrate (Admin.), Khordha- Chairman
2. Sub Collector, Khordha-Member
3. One Retired Educationist/ Administrative Official from the locality -Member
4. District Child Protection Officer, Khordha- Member Convener
5. Chairperson, CWC, Khordha-Member
6. Member, JJB, Khordha-Member

- vii.* The quorum of the committee shall be one third of the members.
- viii.* The recruitment shall be on the basis of career marking as per weightage assigned below or the selection committee decides as think fit and proper.
- ix.* Preference will be given to the candidates who have past experiences in working with children in conflict/contact with law (CICL).

Weightage of Marks (For the post of mentioned from SI No. 1 to 6)

SI No	Qualification	Weightage
1.	Secondary	10
2.	Higher Secondary	15
3.	Graduation	25
4.	Post - Graduation	30
5.	Any other professional course / Training related to child rights and its protection or MPhil, PhD etc	10
6.	Work Experience related to Children	10
	Total	100

The merit list shall be drawn up on the basis of weighted percentage of marks obtained in all the 6 categories mentioned in the table above. In case more than one candidate has equal marks, the candidate with past experience of working in child rights will be given preference. The decision of the Selection Committee in this regard shall be final.

x. The Selection Committee shall make and recommend the name of 5 candidates for each position if found suitable in order of preference to the Governing Body of the institution for appointment against vacant positions. The candidates scoring the highest marks will be called for a verification of certificates prior to issue of appointment order. The panel will be valid for 1 year from the date of finalization.

- a. Any joining or exit of employees shall be done with the prior approval of the concerned District Magistrate and Collector.
- b. The list of appointees shall be submitted to the District Child Protection Officer and Director, OSCPS for due information and record.

xi. The Governing Body of OH will be the authority to issue the engagement order to the staff.

The OH applying for this component of the GIA should also have a Human Resource Management Policy for its staff which should cover leave norms, job responsibility, working hours, reporting norms, performance appraisal criteria and disciplinary proceedings etc. the OH shall decide the continuance of service of its staff based on the annual performance appraisal.

xii. Number and names of positions lying vacant (along with period) should be mentioned in the Utilization Certificate and annual applications for GIA.

xiii. The District Inspection Committee (DIC) shall verify the staff details (position, name, qualification, experience, recruitment procedure, performance, etc.) during its visit to the OH . In case the District Inspection Committee finds any discrepancies in the recruitment procedure, in performance of any staff, if the activity of any staff is going against the interest of the children, the DIC can recommend the management of OH for taking action as deemed proper.

xiv. The required age of candidates as on the first day of the year of the publication of recruitment notice shall be with limit to lower age: 21 years and upper age: 45 years.

Required qualification and remuneration for various vacant positions (Purely Temporary) in Observation Home (Boys), Khordha.

SI. No.	Type of Position	No of Position vacant	Required Qualification	Age limit	Remuneration per Month (in Rupees)
01	Officer-In-Charge (Superintendent)	1 (Male)	Post Graduate degree in Social Work/Sociology /Child Development/ Human Rights / Public Administration/ Psychology/Psychiatry/Law/Public Health/ Community Resources Management from a recognized University. At least 3 years of experience of working with the Govt /Non Govt Organisation in documentation, training & Capacity Building. Project formulation implementation. monitoring and supervision preferably in the field of women & Child Development/Social Welfare. Proficiency in Computer	21 to 45 yrs as on 1 st January 2023	33,100/-
02	Counselor	1 (Male/Female)	Graduate in Social Work / Sociology /Psychology /Public Health/ Counselling from recognized University OR PG Diploma in Counselling and Communication At least 1 year of working experience with Govt/NGO preferably in the field of Women & Child development Proficiency in Computer	21 to 45 yrs as on 1 st January 2023	23,170/-
03	Probation Officer/Case Worker/Child welfare Officer	1 (Male)	Graduate preferably in B.A in Social Work / Sociology /Social Sciences or LLB from recognized University Experience of at least 2 years of working with Govt/NGO/Legal Matters preferably in the field of Women & Child development Proficiency in Computer	21 to 45 yrs as on 1 st January 2023	23,100/-
04	House Father	1 (Male)	Graduate in Psychology / Sociology / Home Science	21 to 45 yrs as on 1 st January 2023	14,564/-
05	Paramedical Staff	1 (Male)	Pharmacist having diploma / degree from the institution recognized by the Govt.	21 to 45 yrs as on 1 st January 2023	11,916/-
06	Store Keeper-Cum-Accountant	1 (Male)	P.G preferably in Commerce / M.B.A (Finance)	21 to 45 yrs as on 1 st January 2023	18,536/-
07	Cook	1 (Male)	Under Matric (8 th -10 th)	21 to 45 yrs as on 1 st January 2023	9,930/-
08	Helper-cum-Night Watchman	1 (Male)	Under Matric (8 th -10 th)	21 to 45 yrs as on 1 st January 2023	7,944/-
09	House Keeper	1 (Male)	Under Matric (8 th -10 th)	21 to 45 yrs as on 1 st January 2023	7,944/-


 Sub Collector-Cum-Secretary,
 Observation Home, Khordha

ANNEXURE-A

APPLICATION FORM

<u>PERSONAL DETAILS</u>		
Application for the post of (Separate applications for specific post)		Affix Recent self- attested Color Photograph
Applicant's Name (In Block Letters)		

<u>Address for Correspondence</u>		<u>Permanent Address</u>			
Phone Number		e-Mail ID			
Date of Birth (DD.MM.YYYY)		Sex(Tick)	Male	Marital Status	Unmarried
			Female		Married
Caste					
Mother's Name		Father's Name			
Nationality					

Educational Details Attach Photocopies of Certificate & Mark sheets.

Qualification	Name of the Qualification Awarded	Duration		School/ College/ University	Subject/ Specialization	%/ Grade/ Division	Full time/part time/ Distance learning
		From	to				
Under Metric (Only for the post of cook Helper & House Keeper)							
Secondary (Matriculation)							
Higher Secondary Education (+2)							
Graduation							
Post Graduation							
Others							

Employment Details (Previous) Attach self Attested Photocopies of Experience Certificate.

Name of the Organization	Designation	Key responsibilities Handled	Period	
			From	To

Current Employment – Attach Proof of Current Employment

Name of the Organization	Designation	Responsibilities Handled	Working From	Monthly

Computer Literacy

Package / Applications	Details of Exposure Proficiency

Language Proficiency

Language	Ability to Converse	Ability to read	Ability to Write
English			
Hindi			
Odia			
Other(Specify)			

Referees two persons to whom you have reported professionally in the recent past whom we immediately approach for a reference.

	Referee-1	Referee-2
Name		
Address		
Organization		

Designation		
Phone/Mobile		
E-Mail ID		
Your Professional Relationship with the Referee.		

Declaration:

I do hereby declare that the foregoing information is correct, genuine and correct to the best of my Knowledge and belief and nothing has been concealed or distorted in it.

Further, it is declared that, I have never been involved in any criminal activities especially in child related offences and no police case has been lodged against me in the past. If anything found contrary to above declaration, my candidature will be rejected and I will be liable for disciplinary action.

Place:

Date:

Signature of the Applicant

ଦରଖାସ୍ତ ଫର୍ମ

ବ୍ୟକ୍ତିଗତ ବିବରଣୀ		
ବିଭିନ୍ନ ପଦବୀ ପାଇଁ ଦରଖାସ୍ତ (ଏକ ପଦବୀ ପାଇଁ ଏକ ଦରଖାସ୍ତ)		ବର୍ତ୍ତମାନର ରଜମାନ ଫୋଟୋ
ଦରଖାସ୍ତକାରୀଙ୍କ ନାମ		

ବର୍ତ୍ତମାନ ରହୁଥିବା ଠିକଣା		ସ୍ଥାୟୀ ଠିକଣା			
ଫୋନ ନମ୍ବର		ଇ-ମେଲ ଆଇ.ଡି			
ଜନ୍ମ ତାରିଖ (ଦିନ-ମାସ-ବର୍ଷ)		ଲିଙ୍ଗ	ପୁରୁଷ	ବୈବାହିକ	ଅବିବାହିତ
			ମହିଳା	ଛିଡି	ବିବାହିତ
ଜାତି					
ମାତାଙ୍କ ନାମ		ପିତାଙ୍କ ନାମ			
ଜାତୀୟତା					

ସମ୍ପୂର୍ଣ୍ଣ ଶିକ୍ଷାଗତ ବିବରଣୀର ପ୍ରମାଣପତ୍ର ଏବଂ ମାର୍କସିଟ୍ କୁ ସଂଯୁକ୍ତ କରିବେ

ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା	ପାଇଥିବା ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା	ସମୟ		ବିଦ୍ୟାଳୟ/ମହାବିଦ୍ୟାଳୟ /ବିଶ୍ୱବିଦ୍ୟାଳୟ	ବିଷୟ/ସ୍ୱତନ୍ତ୍ର ବିଷୟ	%/ ଗ୍ରେଡ / ଡିଭିଜନ	ପୁରା ସମୟ /ସାମୟିକ /ନିରନ୍ତର
		ଠାରୁ	ପର୍ଯ୍ୟନ୍ତ				
ଅଣ୍ଡର ମାଟ୍ରିକ (କେବଳ ରୋଷେୟା,							

ସହାୟକ ଏବଂ ହାତସ କିପର)							
ମାଧ୍ୟମିକ (ଦଶମ ଶ୍ରେଣୀ ଉତ୍ତିର୍ଣ୍ଣ)							
ଉଚ୍ଚ ମାଧ୍ୟମିକ (+୨)							
ସ୍ନାତକ							
ସ୍ନାତକତୋର							
ଅନ୍ୟାନ୍ୟ							

ପୂର୍ବ ନିଯୁକ୍ତି ସମ୍ପର୍କିତ ବିବରଣୀ (ଅଭିଜ୍ଞତା ପ୍ରମାଣପତ୍ର ସଂଯୁକ୍ତ କରିବେ)

ସଂସ୍ଥାର ନାମ	କେଉଁ ପଦବୀରେ ନିଯୁକ୍ତ ଥିଲେ	କି ଦାୟିତ୍ୱ ନିର୍ବାହ କରୁଥିଲେ	ସମୟ	
			ଠାରୁ	ପର୍ଯ୍ୟନ୍ତ

ବର୍ତ୍ତମାନ ର ନିଯୁକ୍ତି ସମ୍ପର୍କିତ ବିବରଣୀ (ପ୍ରମାଣପତ୍ର ସଂଯୁକ୍ତ କରିବେ)

ସଂସ୍ଥାର ନାମ	କେଉଁ ପଦବୀରେ ଅଛନ୍ତି	କି ପ୍ରକାର ଦାୟିତ୍ୱ ନିର୍ବାହ କରୁଛନ୍ତି	କେବେଠାରୁ କାର୍ଯ୍ୟ କରୁଛନ୍ତି	ମାସିକ ଦରମା

କମ୍ପ୍ୟୁଟର ଶିକ୍ଷା

ପ୍ୟାକେଜ/ଆପ୍ଲିକେସନ	କମ୍ପ୍ୟୁଟର ଦକ୍ଷତା ବିବରଣୀ

ଭାଷା ଦକ୍ଷତା

ଭାଷା	କହିବାର ସାମର୍ଥ୍ୟ	ପଢ଼ିବାର ସାମର୍ଥ୍ୟ	ଲେଖିବାର ସାମର୍ଥ୍ୟ
ଇଂରାଜୀ			
ହିନ୍ଦୀ			
ଓଡ଼ିଆ			
ଅନ୍ୟାନ୍ୟ			

ଦୁଇଜଣ ବ୍ୟକ୍ତି ବିଶେଷଙ୍କ ଙ୍କ ବିବରଣୀ ନିମ୍ନଲିଖିତ କୋଠରୀରେ ପ୍ରଦାନ କରିବେ, ଯାହାଙ୍କ ଅଧୀନରେ ନିକଟ ଅତୀତରେ କାର୍ଯ୍ୟ କରୁଥିଲେ ଏବଂ ସେମାନଙ୍କ ଠାରୁ ଆସେ ଆପଣଙ୍କ ବିଷୟରେ ମତାମତ ନେଇ ପାରିବୁ ।

	ବ୍ୟକ୍ତି - ୧	ବ୍ୟକ୍ତି- ୨
ନାମ		
ଠିକଣା		
ସଂସ୍ଥା		
ପଦବୀ		
ଫୋନ୍/ମୋବାଇଲ		
ଇ-ମେଲ ଆଇଡି -		
ବ୍ୟକ୍ତିଙ୍କ ସହିତ ଆପଣଙ୍କ ବୃତ୍ତି ସମ୍ବନ୍ଧିତ ସମ୍ପର୍କ		

ଘୋଷଣା :

ମୁଁ ଏଥିସହ ଘୋଷଣା କରୁଅଛିକି ଉପୋରକ୍ତ ପ୍ରଦାନ କରାଯାଇଥିବା ସମସ୍ତ ତଥ୍ୟ ମୋ ଜାଣିବାରେ ସତ୍ୟ ଏବଂ ନିର୍ଭୁଲ ଅଟେ। ଏଥି ସହ ମୁ ଆହୁରି ଘୋଷଣା କରୁଅଛିକି ମୁ କୌଣସି ଅପରାଧକ କାର୍ଯ୍ୟ କଳାପରେ ତଥା ଶିଶୁ ମାନଙ୍କ ଉଦ୍ଦେଶ୍ୟରେ ଅପରାଧକ କାର୍ଯ୍ୟ ରେ ଲିପ୍ତ ନାହିଁ ଏବଂ ଅତୀତରେ ମୋ ବିରୁଦ୍ଧରେ କୌଣସି ପୋଲିସ ଅଭିଯୋଗ ନାହିଁ । ଯଦି ଏହି ତଥ୍ୟ ର ବିପରୀତ ଆଭାସ ମିଳେ, ତାହାଲେ ମୋର ପ୍ରାୟତ୍ତକୁ ଖାରଜ କରିବେ ଏବଂ ଆଇନ ଅନୁଯାଇ ପଦକ୍ଷେପ ନେବେ ।

ସ୍ଥାନ:

ଆବେଦନକାରୀଙ୍କ ସ୍ଵାକ୍ଷର

ତାରିଖ:

JOB TOR FOR THE STAFF WORKING IN CCI (OBSERVATION HOME)

Duties of the Officer In Charge (Superintendent)

1. The Primary responsibility of the officer in charge is of maintaining the institution and of providing care and protection to the children.
2. The Officer-in-Charge shall stay within the premises to be readily available as and when required by the children or the staff and in case where accommodation is not available in the premises, he shall stay at a place in close proximity to the institution till such time such accommodation is made available within the premises of the child care Institution.
3. The general duties and functions of the officer in charge shall include to
 - (i) Ensure compliance with the provision of the act and the rule and order made their under;
 - (ii) Ensure compliance of the order of the board or the Committee or the Children's Court.
 - (iii) Provide homely and enabling atmosphere of love, affection, care and concern for children;
 - (iv) Strive for the development and welfare of children .
 - (v) Supervise and monitor discipline and wellbeing of the children and staff.
 - (vi) Plan, implement and coordinate all activities programme and operation including training and treatment programme or correctional activities as the case maybe
 - (vii) Segregate a child suffering from contagious and infectious disease on the advice of the medical officer of the institution.
 - (viii) Segregate a child whenever required.
 - (ix) Ensure observance and follow up of daily routine activities.
 - (x) Organize local and national festival in the home.
 - (xi) Organize trips or excursions or picnics for children.
 - (xii) Send a list of children in Form-40 on the Child Care Institution to the Board or the Committee as the case may be in every week and bring to the notice of the board or committee. If no date is given for production of any child before the board or the committee.
 - (xiii) Allocate duties to the personal.
 - (xiv) Maintain standard of care in the Child Care Institution.
 - (xv) Ensure proper storage and inspection of the food stuffs as well as food served.
 - (xvi) Maintain the buildings and premises of the Child Care Institution.
 - (xvii) Maintain proper hygiene in the home.
 - (xviii) Provide accident and fire preventive measure and disaster management within the premises and also keep first-aid kit.
 - (xix) Make stand by arrangement for water storage, power back up , inverters, generator.
 - (xx) Ensure careful handling of equipment.
 - (xxi) Employ appropriate security measure.
 - (xxii) Conduct periodical inspections including daily inspections and rounds off the Child Care Institution.
 - (xxiii) Take prompt action to meet emergency.
 - (xxiv) Ensure prompt firm considerate handling of all disciplinary matters.
 - (xxv) Ensure proper and timely maintenance of case files.
 - (xxvi) Maintain all records and register required under the act and these rule.
 - (xxvii) Prepare the budget and control over financial matter.

- (xxviii) Organize the meeting of the management committee set up under rule 39 of these rules and provided necessary support.
 - (xxix) Ensure monthly verification of all records and register by the management committee set up under rule 39 of the rules.
 - (xxx) Liaise, coordinate, cooperate with the state child protection society and the district child protection unit as and when required.
 - (xxxi) Coordinate with the Legal-cum-Probation Officer of the district child protection unit or the district or state legal service authority to ensure that every child is legally represented and provided free legal aid and other necessary support.
 - (xxxii) Ensure the production of the child before the board or the committee or the children's court on the date of such production and ensure that the dates for the said purpose are recorded.
- (4) The Officer-in-charge shall inspect the child care institution as often as possible but not less than twice a day. He shall make a record of the timing of his inspection and also note his observations in a separate book maintained for the purpose, especially with regard to:

- (i) maintenance of hygiene and sanitation
- (ii) maintenance of order
- (iii) quality and quantity of food
- (iv) hygiene maintenance of food articles and other supplies
- (V) hygiene in the medical center and provisions for medical care
- (vi) behaviour of the children and staff
- (vii) security arrangements and
- (viii) maintenance of files, registers and books

(5) Anything irregular that comes to the notice of the Officer-in-charge shall be enquired into and resolved the date, time and nature of the action taken shall be noted in the book.

(6) Where a problem of urgent nature has not been resolved within two working days the Board or the Committee or the District Child Protection Unit shall be informed.

(7) In case the Officer-in-charge is on leave or otherwise not available duties of the Officer-in-charge by the Child Welfare Officer as designated by the Officer-in-Charge

Counselor:

1. Each CCI (Observation Home) shall have a counselor for providing counseling services to children in Conflict with law as well as their parents and families.
2. The Counselor shall provide Psycho-Social counseling to the Children in Conflict with Law / CNCP children.
3. Counselor shall also help the DCPU/CWC/JJB as and when required in counseling the children.
4. He/ She will help the superintendent in preparing CSR & ICP. He/ She will prepare plan of action for Social Re-integration and Rehabilitation.
5. He/ She shall maintain the records of counseling both in hard and soft copy & report the progress of the children regularly to the Superintendent of the home.

6. Any other duties assigned by the authority from time to time shall be complied by the counselor without any hesitation.

Probation Officer/Child Welfare/ Case worker:

- (1) Every Probation Officer/Child Welfare Officer/Case Worker in the CCI (Observation Home & Special Home) shall carry out all direction given by the Board or the Children's Court.
- (2) The Probation Officer/Child Welfare/Case Worker shall establish Linkages with voluntary workers and organizations to facilitate rehabilitation and social re-integration of the children and to ensure the necessary follow up.
- (3) The Probation Officer/Child Welfare/Case Worker available in the CCI (Observation Home) at the time of receiving a child shall interact with the child received with a view to put the child at ease and befriend him and shall supervise the process of receiving of the child.
- (4) On receipt of information from the police or Child Welfare Police Officer or on arrival of a child in the CCI (Observation Home), the Probation Officer/ Child Welfare Officer/Case Worker shall forthwith conduct social investigation of the child through Personal interviews with the child and his family members, social agencies and other sources, inquire into antecedents and family history of the child and collect such other material as may be relevant, and submit the Social Investigation Report to the Board or the Committee or the Children's Court, within fifteen days.
- (5) All the children in the CCI (Observation Home & Special Home) Shall be assigned to a Probation Officer/ Child Welfare Officer/Case Worker and such Probation Officer/ Child Welfare Officer/Case Worker shall be responsible for the child assigned to him in all respects viz, care and development of the child, reporting to the Board or the Committee or the children's Court about the child or maintaining the child's record in the CCI (Observation Home & Special Home).
- (6) Upon assignment of the child to a Probation Officer/ Child Welfare Officer/Case Worker, the Probation Officer/Child Welfare Officer/Case Worker.
 - (i) Prepare the case file of the child.
 - (ii) Maintain the Protective Custody Card in Form 41.
 - (iii) Prepare and maintain the medical record of the child and ensure that the treatment of the child is not interrupted or neglected:
 - (iv) Meet the child every day to ensure his safety, welfare and development, assist the child to adjust to the life in the CCI (Observation Home & Special Home). A Newly received child be met more often than once a day;
 - (v) Gather information about the child within the initial five days to ascertain the child's education, vocational status and aptitude and emotional status.
 - (vi) Have the necessary medical or mental tests, assessments and examinations of the child conducted;
 - (vii) Study the reports and prepare in consultation with the child and his family members an individual care plan for the child in from - 7 for the period pending inquiry, to be placed in the case file of the child. The Probation Officer/Child Welfare Officer/Case Worker may consult the counselor, psychologists or such other person as he deems fit in this regard;
 - (viii) In keeping with the individual care plan, a daily routine shall be developed for the child and explained to him;
 - (ix) Ensure that the child adheres to the routine activities so developed and take timely reports form the caregivers in this respect;
 - (x) Review periodically the implementation and effectiveness of the individual care plan and if necessary, suitably modify the individual care plan in from - 7 and/or the routine activities of the child with the approval of the Management Committee;

- (xi) Resolve the problems of the child and deal compassionately with their difficulties in life in the Home;
 - (xii) Participate in the orientation, monitoring, education, vocational and rehabilitation programmes in respect of the child and attend teacher meeting in schools in respect of children assigned to them;
 - (xiii) Attend proceedings of the Board or the Committee or the Children's Court and furnish all information and file all reports that may be called for;
 - (xiv) On receiving the copy of the order of declaration of age, to make the necessary changes in the record as regards the age of the child if any changes required and to place the copy of the said order in the file of the child;
 - (xv) Participate in the pre-release programme and help the child to establish contact which can provide emotional and social support to the child after the release;
 - (xvi) Maintain contact with the children after their release and extend help and guidance to them;
 - (xvii) Visit regularly the residence of the child under their supervision and also places of employment or school attended by such child and submit fortnightly reports or as otherwise directed.
 - (xviii) Accompany the child wherever possible from the Board or the Committee or the Children's Court to CCI (Observation Home & Special Home) as the case may be;
 - (xix) Maintain record of the next date of production of the CCL before the Board or the committee or the Children's Court or medical treatment and ensure the production of the child before the Board or the Committee or the Children's Court or for medical treatment on the said date;
 - (xx) Maintain the registers as may be specified from time to time;
 - (xxi) Any other work assigned by the Officer-in-charge of the CCI (Observation Home & Special Home);
- (7) The Probation Officer/Child Welfare Officer/Case Worker who has been assigned the duty of verifying the daily cleaning in the premises of CCI (Observation Home & Special Home) shall do so twice a day, one after the morning cleaning and the other after the evening cleaning. The Probation Officer /Child Welfare Officer/ Case Worker shall make a note of the same in the house-keeping register.
- (8) The Probation Officer/Child Welfare Officer/Case Worker who has been assigned the duty of verifying the daily cooking shall make a note of the same in the Meals Register. In respect of every meal.
- (9) Other responsibilities of Probation Officer/Child Welfare Officer/Case Worker are as follows;
- (i) To conduct social investigation of the child in Form-6;
 - (ii) To attend the proceeding of the Board and the children's Court and to submit reports as and when required;
 - (iii) To clarify the problem of the child and deal with their difficulties in institutional life;
 - (iv) To participate in the orientation, monitoring, education, vocational and rehabilitation programmes;
 - (v) To establish co-operation and understanding between the child and the Officer-in-charge;
 - (vi) To assist the child to develop contacts with the family and also provide assistance to family members;
 - (vii) To participate in the pre-release programme and help the child to establish contacts which could provide emotional and social support to the child after release;
 - (viii) To establish linkage with Probation Officers in other Districts and States for obtaining social Investigation report, supervision and follow-up;
 - (ix) To establish linkage with voluntary workers and organization to facilitate rehabilitation and social reintegration of children and to ensure the necessary follow-up;

- (x) Regular post release follow-up of the child extending help and guidance, enabling and facilitating their return to social mainstreaming;
- (xi) To Prepare the individual care plan and post release plan for the child;
- (xii) To supervise children placed on probation as per the individual care plan;
- (xiii) To make regular visits to the residence of the child under his supervision and places of employment or school attended by such child and submit periodic reports as per Form-10;
- (xiv) To accompany children wherever possible, from the office of the Board to the observation home, special home, place of safety or fit facility as the case may be;
- (xv) To evaluate the progress of the children in place of safety periodically and prepare the report including psycho-social and forward the same to the Children's Court;
- (xvi) To discharge the functions of a monitoring authority where so appointed by the Children's Court;
- (xvii) To maintain a diary or register to record his day activities such as visits made by him, social investigation reports prepare by him, follows up done by him and supervision reports prepared by him;
- (xviii) To Identify alternative of community services and to establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of children;
- (xix) Any other task as may be assigned;

House Mother/ House Father:

- (1) Every house father or house mother shall abide by the direction of the Officer-in-charge.
- (2) The general duties, functions and responsibilities of a house father or house mother shall be as follows;
 - (i) Handle every child in the CCI (Observation Home & Special Home) with love and affection;
 - (ii) Take proper care of the child and ensure his welfare;
 - (iii) Provide each child upon his reception with all necessary supplies like clothing, toiletries and such other items required for daily usage;
 - (iv) Replenish the provisions or supplies as per scale and need of the child;
 - (v) Maintain discipline among the children;
 - (vi) Ensure that the children maintain personal cleanliness and hygiene;
 - (vii) Look after maintenance, sanitation and maintain hygienic surroundings;
 - (viii) Implement the daily routine of every child in an effective manner and ensure the participation of the children;
 - (ix) Look after safety and security arrangements in the CCI (Observation Home & Special Home)
 - (x) Escort the children whenever they go out of the CCI (Observation Home & Special Home) for purpose other than the production before the Board or the Committee or the Children's Court;
 - (xi) Report to the Officer-in-charge and to the child welfare Officer about the child assigned to the child welfare officer.
 - (xii) Maintain the registers, relevant to their duties.
 - (xiii) Any other duty as may be assigned by the Officer-in- charge of the CCI (Observation home & Special home).

Store Keeper-cum-Accountant:

- (1) Maintenance of accounts and record keeping like cash book, ledger, journal, Register, Journal Voucher, Vouchers (Debit/Credit), Bank reconciliation statement etc.
- (2) Support for preparation of District Budget for preparation of PIP at state level.

- (3) Preparation of budget for any programme conducted at district level as per approved cost norms and indicates the heads under which the expenditure will be booked.
- (4) Preparation of monthly financial report and Utilization Certificate at district level.
- (5) Submission of SOE and Utilization Certificate to the W & CD Department.
- (6) Stock entry, issue of stock and maintenance of stock register (dead/consumable stock register).
- (7) All Financial file shall be endorsed through accountant and the accountant should check and verified the stock entry and fund status before release of payment.
- (8) The accountant shall be the member in a procurement committee at district level for DCPU.
- (9) Participate in financial review of CPS activities at various level.
- (10) Maintenance of record and documents digitally in the system of the institution.
- (11) Any other duty assigned by the authority.

Paramedical staff:

- (1) Provide first aid other medical aid like administration or medication as per doctor's advice.
- (2) Regular medical check-up the inmates in the home.
- (3) Coordinate with health Dept. in consultation with the superintendent in order to provide any kind of medical support to the children.
- (4) To extend primary medical help at the time of emergency.
- (5) To intimate the superintendent of the home at the time of any medical emergency among the children for better solution.

Cook:

- (1) Ensure timely and hygienic meals for the children (4 times a day) as per the prescribed menu of the home.
- (2) Ensure quality of food by purchasing good quality locally available items.
- (3) Provide special meals on holidays, festivals and for sick children.
- (4) To maintain records of the meals/stock of items and use the same during cooking of food with an intimation to the superintendent.
- (5) To intimate the status of stock of food items to the superintendent for prior purchase of the same.
- (6) Any other duty assigned by the authority shall be provided as and when required.

Helper:

- (1) Provide support to the cook in maintaining timelines and quality of meals being cooked for children.
- (2) Clean the cooking utensils and the kitchen post every round of cooking.
- (3) Any other duty assigned by the authority shall be provided as and when required.

House keeper:

- (1) Maintain cleanliness in the premises.
- (2) Ensure cleaning and washing of utensils, clothes, bed sheets etc. of the home.
- (3) To maintain hygienic inside the dormitory as well as in the premises.
- (4) Any other duty assigned by the authority shall be provided as and when required.


Sub Collector-Cum-Secretary,
Observation Home, Khordha