

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**  
**GOVERNMENT OF N.C.T. OF DELHI**  
**(State Child Protection Society)**  
**5<sup>th</sup> Floor, ISBT Building, Kashmere Gate, DELHI-110006**

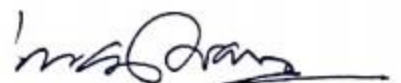
F.61(520)/SPSU/ICPS/DD(CPU)/DWCD/2013/28075-84 . Dated:-17.03.2020

**Sub: Advisory for Child Care Institutions for prevention and control of Novel Corona Virus(COVID-19).**

There are 23 Govt. run and 80 NGO run Child Care Institutions operational in Delhi which provide care and protection services to hundreds of Children. Superintendent/Home in-Charge being the head of their respective Child Care Institutions are responsible to provide appropriate services to the children residing in these Child Care Institutions, who, due to their tender age, are susceptible to infection. In this regard, a guideline was issued by this Department on 04.03.2020 on prevention and control of the possible spread of Corona Virus. In view of the reported rise in positive test cases of infection of COVID-19, following guidelines are being issued for all functionaries of Child Care Institutions in order to prevent the possible spread of infection among children residing in the CCIs.

**Advisory for Child Care Institutions**

1. All the staff and children entering to Child Care Institutions will be advised to first wash their hands near the entry with soap or sanitizers.
2. Special attention will be given for maintaining cleanness and hygiene of the institutions. Every Child Care Institution should be equipped with soap/Hand wash/alcohol content sanitizers.
3. The staff and Children will be advised, even if hands do not seem dirty, to clean/wash their hands on regular intervals at least for 20 seconds.
4. It will be ensured that visiting family members of children are allowed to talk to their children from a safe distance.
5. Residents of the institutions will be given food cooked within the institution. Food made outside will be prohibited in the institutions. Hygiene level of cook will be ensured and kitchen will be kept clean.
6. Awareness will be spread among the children and staff on prevention, precaution on Novel Coronavirus(COVID-19). In this regard, the awareness advertisement issued by the Department of Health and Family Welfare, Govt. of NCT of Delhi, which has been appearing in newspapers, will be followed.
7. Display of relevant Information, Education and Communication(IEC) material and Do's & Don'ts and helpline number for any query related to COVID-19 (Ph:011-



23307145, 22300012, 22300036) at the notice boards and other prominent places in the institutions will be made.

8. The Superintendents are advised to not take children to any crowded place. Planned visit outside the institution will be postponed if not so essential.
9. If any child is found suffering from cough or sneeze or showing flu like symptoms, doctor must be consulted immediately and child will be kept in isolation with full attention.
10. Visit of dignitaries (Indian/Foreigner) will be discouraged. If such visit is necessary, the permission will be sought from the higher authorities/headquarter.
11. If any new child is admitted to institution, she/he will be first seen by the doctor specially for sign of fever/cough/sneeze etc so that the isolation can be planned accordingly and as per the advice of the doctor.



(S.B. Shashank)  
Director, WCD

Copy to:-

1. All Superintendents/Home-In-Charge (Govt./NGO run) Child Care Institutions.
2. All Officers of DWCD HQ.
3. All District Officers, DWCD.
4. All Principal Magistrate, Juvenile Justice Boards.
5. All Chairperson, Child Welfare Committees.
6. All District Child Protection Officers, DCPUs.

F.61(520)/SPSU/ICPS/DD(CPU)/DWCD/2013/28075-84.

Dated:-

17 MAR 2020

Copy for information:

1. Secretary to Minister (SW&WCD).
2. Registrar, Juvenile Justice Committee, High Court of Delhi.
3. OSD to Chief Secretary, GNCTD.
4. Secretary (Health & Family Welfare)/ Secretary (WCD).



(S.B. Shashank)  
Director, WCD

MOST IMMEDIATE  
OUT TODAY

Department of Women and Child Development  
Govt. of NCT of Delhi  
(State Child Protection Society)

5<sup>th</sup> Floor ISBT Building Kashmere Gate Delhi-110006

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013 | 3410 - 3420 Dated- 04/03/2020.

**Sub: Guideline for Child Care Institution for prevention and control of Corona Virus.**

There are 23 Govt. run and 80 NGO run Child Care Institutions in Delhi which provide Care and Protection services to hundreds of Children. Superintendent/Home In-Charge being the head of their respective Child Care Institution are responsible to provide appropriate services to the children residing in their respective Child Care Institution. The children due to their tender age are susceptible to infection. Therefore, following guidelines are being issued for all functionaries of Child Care Institutions to prevent the possible spread of infection among children.

**Measures to reduce risk of Novel Coronavirus (COVID 19)**

- Children to be taught to keep their hands clean by washing with soap and water. Standard drill of washing hands before and after meal has to be strictly supervised when children assemble in dining hall for meal.
- Children to be taught to cover their nose and mouth with bend elbow or tissue while they cough and sneeze and then dispose of the used tissues immediately.
- Children to be told about DO's and Dont's are mentioned hereunder :

DO's	DON'Ts
<ul style="list-style-type: none"> <li>• Cover your nose and mouth with disposable tissue or handkerchief while coughing or sneezing</li> <li>• Frequently wash your hands with soap and water</li> <li>• Avoid crowded places</li> <li>• Person suffering from influenza like illness must be confined at home.</li> <li>• Stay more than one arm's length distance from person sick with flu.</li> <li>• Take adequate sleep and rest</li> <li>• Drink plenty of water/liquids and eat nutritious food.</li> <li>• Person suspected with influenza like illness must consul doctor</li> </ul>	<ul style="list-style-type: none"> <li>• Touching eyes, nose or mouth with unwashed hands.</li> <li>• Hugging, Kissing and shaking hand while greeting</li> <li>• Spitting in public places</li> <li>• Taking medicines without consulting doctor</li> <li>• Disposal of used napkin or tissue paper in open areas</li> <li>• Touching surfaces usually used by public (Railing, door gates etc.)</li> </ul>

A full page advertisement has been issued by the Government of NCT of Delhi in newspapers on 04.03.2020 on prevention, precaution and Do's and Dont's. The CCIs heads may go through that advertisement and further disseminate to the children residing in CCIs.

Since all the Institutions are providing residential facilities, utmost care need to be taken against spread of infections among children. Superintendent/Home In-Charge are requested to strictly adhere to following:

- 1 In case any child is found suffering from cough or sneeze or showing the flu like symptoms, doctor must be consulted immediately.
- 2 Such child if suffering will be segregated so that other children may not get infected and at the same time, by way of segregation, full attention is paid to the suffering child.
- 3 In case of any emergency, nearby hospital will be contacted.

In view of above, all Superintendent/Home In-Charge are hereby directed to take all the above remedial measures to ensure best protection for all Children residing in Child Care Institutions to protect them from any infection.

  
(S.B Shashank)  
Director WCD

Copy to:

1. All Superintendent/Home In-Charge (Govt./NGO run) Child Care Institutions.
2. All Officers of DWCD HQ
3. All District officers, DWCD
4. All Principal Magistrate, Juvenile Justice Boards
5. All Chairperson, Child Welfare Committees.
6. All District Child Protection Officer, DCPUs

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013 /3410-3420

Dated- 04/03/2020 .

Copy for information:

1. PS to Secretary, Minister (SW & WCD)
2. Registrar, Juvenile Justice Committee, High Court of Delhi.
3. OSD to Chief Secretary, Govt. of NCT of Delhi
4. PS to Secretary ((SW & WCD).

  
(S.B Shashank)  
Director WCD

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
GOVERNMENT OF N.C.T. OF DELHI  
(CHILD PROTECTION UNIT)

5<sup>th</sup> Floor, ISBT Building, Kashmere Gate, DELHI-110006

F.61(1375)/SMWP(C)1/2020/DD(CPU)/DWCD/2019-20/2020-29 Dated:-17.03.2020

Sub:- Suo Motu Writ Petition(Civil)No. 01/2020- Contagion of COVID-19 virus in Prisons  
(and Remand Homes)

In reference to the aforementioned subject matter, it is informed that the Hon'ble Supreme Court of India has taken Suo Motu cognizance regarding possible threat of COVID-19 VIRUS in Prisons and remand homes and has issued notices to all the States/UTs to show cause as to why direction should not be issued for dealing with the present health crisis arising out of corona virus and to suggest immediate measure, which should be adopted for medical assistance to the prisoners in all jails and juveniles lodged in the remand homes.

On the above issue, it has been observed that number of juveniles lodged in Observation Home for Boys, Sewa Kutir and Place of Safety/Special Home for Boys, Majnu ka Tila exceeds the capacity and therefore, it is challenging to enforce reasonable distancing among the inmates which is considered to be the most effective way of stopping the contagion of COVID-19 virus.

It is also added here that the Department vide its circular dated 04.03.2020 also issued necessary directions to the Child Care Institutions catering to children in need of care & protection and juveniles in conflict with law for prevention and control of COVID-19 virus. Another circular dated 17.03.2020 has further been issued which give more detail guidelines.

Thus, in view of above unusual situation and extraordinary prevailing circumstances, it is expedient to take following actions by the Superintendents of the Observation/Remand homes where children in conflict with law are lodged:-

1. Wherever any application for bail is pending, the JJB may be requested to expeditiously dispose it off. In this regard, detail orders dated 10.02.2020 of the



Hon'ble Supreme Court in WP (Criminal) No. 102/200, IA no. 24585 of 2020 on bail for Juvenile Justice may be referred for guidance and compliance.

2. Where a case, for some reason, is not in regular hearing, the JJB may be requested to take up the matter on regular basis for expeditious disposal.
3. In cases, where the legal assistance is not forthcoming, the services of the such DSLSA appointed legal functionaries may be taken who could help in taking the matter forward for expeditious trial in the JJB.
4. Wherever, the matter is pending for want of records and reports, those will be completed on top priority in order to assist JJB to expedite disposal.

All the above suggested measures or any other measures which can help in expeditious disposal of the cases of the juvenile lodged in the observation/remand homes may be taken up on priority.



(S.B. Shashank)  
Director, WCD

Copy for necessary action:-

1. Superintendent of all Observation/Remand Homes.
2. Deputy Director(CPU), WCD.

Copy for information:-

1. Registrar, Juveniles Justice Committee, Delhi High Court.
2. Principal Magistrate of JJB-I/JJB-II/JJB-III/JJB-IV/JJB-V/JJB-VI.
3. Secretary, DSLSA.

**Sub: Constitution of Committees to inspect measures adopted in Child Care Institutions to prevent the possible spread of COVID-19.**

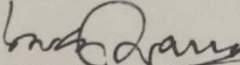
In order to prevent and contain spread of Covid-19 to the Children staying in Child Care Institutions, this department has issued two guidelines dated 04th March and 17th March, 2020 on hand wash/sanitization practices, social distancing, awareness, cleanliness, isolation of sick child and medical consultation etc. to be followed in the CCIs. Further, to step up its implementation and ensure that other effective measures are adopted in the CCIs, committee is constituted with composition as under which will visit private/ NGO run institutions coming within their jurisdiction and inspect and guide the in-charge so that the overall interest of the health of children and the supporting staff is served.

S.No	District	Inspection Team
1.	South	1. District Officer, South. 2. DCPO- Ms.Sarita 3. Chairperson/Member-CWC South, Lajpat Nagar
2.	South East	1. District Officer-South West 2. Chairperson/Member-CWC South East, Kalkaji 3. Superintendent, District South West
3.	West	1. District Officer- West 2. Chairperson/Member-CWC West, NirmalChhaya 3. Superintendent, District West
4.	East/North East/New Delhi	1. District Officer- North East 2. DCPO-Ms. Ritu 3. Chairperson/Member-CWC East/North East,
5.	North West-I	1. District Officer- North West-I 2. DCPO-Sudesh 3. Chairperson/Member-CWC Avantika
6.	North West-II	1. District Officer- North West-II 2. DCPO-Varun 3. Chairperson/Member-CWC Alipur
7.	South West	1. District Officer- Central/New Delhi 2. DCPO-Mr.Shyam 3. Chairperson/Member-CWC South West
8.	North/Central	1. Deputy Director, CPU/SCPS

- |  |  |  |
|--|--|--|
|  |  | 2. DCPO-Arunendra<br>3. Chairperson/Member-CWC New Delhi |
|--|--|--|

Though the committee consists of three members, but at any time only two members are required to visit so as to avoid crowding and while visiting they shall maintain proper distancing, follow hand sanitization practices, not come in contact with children and carry personal protective items such as tissue paper/hand sanitisers, mask etc. If any member is sneezing/coughing/having fever or any other contagion she/he shall recuse from visiting.

Deputy Director(CPU) will supervise and monitor the inspection carried by these committees.

  
(S.B Shashank)  
Director WCD

Enclosed: All guideline/Advisories dated-04.03.2020 & 17.03.2020

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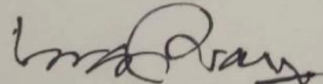
1. All Concerned Via Email

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013 / 3619-3624

Dated- 31.03.2020

**Copy for information:**

1. Addl. Chief Secretary(Home), GNCTD.
2. Secretary to Minister (SW & WCD).
3. Registrar, Juvenile Justice Committee, High Court of Delhi.
4. Secretary, WCD.
5. All Deputy Directors, DWCD.
6. PA to Secretary (WCD).

  
(S.B Shashank)  
Director WCD



Department of Women and Child Development

Govt. of NCT of Delhi

(State Child Protection Society)

5<sup>th</sup> Floor ISBT Building Kashmere Gate Delhi-110006


F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013 / 3696-3630

Dated- 01.04.2020.

**Sub: Constitution of Committees to inspect measures adopted in Child Care Institutions to prevent the possible spread of COVID-19.**

In order to prevent and contain spread of COVID -19 to the Children staying in Child Care Institutions (CCIs) this department has issued two guidelines dated 04<sup>th</sup> March, 2020 and 17<sup>th</sup> March, 2020 on hand wash/sanitization practices, social distancing, awareness, cleanliness, isolation of sick child and medical consultation etc. to be followed in the CCIs. Further, to set up its implementation and ensure that other effective measures are adopted in the CCIs, Officers as under will visit Govt. run Child Care Institutions and inspect and guide the in-charge so that the overall interest of the health of children and the supporting staff is served.

S.No	Name of CCIs	Name of the Officers
1.	All CCIs, Nirmal Chhaya Complex	Ms. Lata Negi, Deputy Director (WEC)
2.	CCIs, Sanskar Aasram Complex, Dilshad Garden	Ms. Anita Bharal, Deputy Director (Admin)
3.	All CCIs, Kasturba Niketan Complex	Ms. Shuchi Sehgal, Deputy Director (ICDS)
4.	All CCIs, Ali Pur Complex	Ms. Savita Malik, Deputy Director (Poshan)
5.	All Observation Homes, Place of Safety	Mr. S C Vats, Joint Director (Prohibition)

  
(S.B Shashank)  
Director WCD

Enclosed: All guideline/Advisories dated-04.03.2020 & 17.03.2020

Copy to:

1. All Concerned Via Email

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013 / 3626-3630

Dated- 01.04.2020.

**Copy for information:**

1. Secretary to Minister (SW & WCD)
2. Registrar, Juvenile Justice Committee, High Court of Delhi
3. Deputy Director, CPU, DWCD
4. PA to Secretary (WCD).



(S.B Shashank)  
Director WCD

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**GOVERNMENT OF NCT OF DELHI**  
**(CHILD PROTECTION UNIT)**  
**5<sup>th</sup> FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006**

By email

**Advisory for Decongestion of Govt./NGO run Child Care Institutions providing services to the Children in need of care and protection**

The Department of Women and Child Development vide circular dated 04.03.2020 and 17.03.2020 (copies enclosed) had issued necessary directions for prevention and control of Novel Corona Virus (COVID 19).

In this concern, it is also stated that the children residing in the institutions are also more susceptible to any kind of infection/virus if proper social distancing is not maintained among them and also that the new comers are being kept isolated for a certain period as deem fit in order to avoid any kind of unwanted situation in this time of pandemic.

Thus , keeping in view the best interest of children in the awake of COVID 19 following action be taken by the Superintendent/In-Charges of all the Govt./NGO run Child Care Institutions providing services to the children in need of care and protection:

1. The Superintendent's to ensure that all the essential and preventive measures are adopted to overcome any unwanted situation in the awake of COVID 19.
2. Superintendens to take up matters, of those children who are having parents/parent, local guardian, with the concerned Child Welfare Committee to grant leave or to restore the child as family is best place in current situation keeping in view the safety and security of a child living in a CCI.
3. The Child Welfare Committees concerned may be requested, keeping in view that social distances can be better provided in a family, to consider the matters of such children for disposal/restoration/repatriation of the same.
4. Assistance of the counsel available from Delhi Legal Services Authority may also be taken if required.

Sd/-  
Dy. Director  
Child Protection Unit

Copy for necessary action to:

1. Superintendent/In-Charges, All Govt./NGO run Child Care Institutions as mentioned above.

Copy to:

1. Chairperson/ Members, all Child Welfare Committee
2. All District Officers, DWCD.
3. All DCPOs , DWCD .
4. S.O to Director, DWCD, First Floor, ISBT Building, Kashmere Gate, Delhi-110006.

Sd/-  
Dy. Director  
Child Protection Unit

Department of Women and Child Development  
Govt. of NCT of Delhi  
(State Child Protection Society)

5<sup>th</sup> Floor ISBT Building Kashmere Gate Delhi-110006

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013/28347-54.

Dated-

20 MAR 2020

**Sub: Guidelines for Child Welfare Committees for prevention and control of Novel  
Corona Virus (COVID-19)**

The Department of Women and Child Development, GNCTD in order to ensure minimum physical interactions in the wake of Novel Corona Virus (COVID-19) hereby issues following guidelines made in consultation with some of Chairpersons, Child Welfare Committees in order to prevent the possible spread of infection among children and staff coming to the committees for production of cases:

1. The follow-up of long term cases of children residing in the Child Care Institutions be done through email. The Child Welfare Committees may not ask the children to be produced unless it is unavoidable.
2. Those children being kept in Child Care Institutions for short stay/night stay need not be sent next day for production before the respective committees. If needed, the concerned CCI can make the child to communicate with CWC through **Skype/Whatsapp** for ensuring compliance as per law.
3. If the Childline has reasons to believe that the child will be restored back to family in a few hours, in such cases they may be advised to send only the case files to CWC while keeping the child in their shelter. This will protect the children in CCIs from exposure.
4. The Child Welfare Committees may refrain from sending the children to those Child Care Institutions which do not have the facility for isolation of new arrivals.
5. At the entry point/entrance of the Child Welfare Committees availability of Hand Sanitizers/Soaps be ensured for all the children, officials, visitors, etc coming to the committee.
6. Rule 19 (14) of the Juvenile Justice Model Rules has provision of functioning of CWC as *"at the time of final disposal of a case, there shall be at least three members present including the Chairperson, and in the absence of Chairperson, a member so nominated by the Chairperson to act as such"*. Hence, if the Child Welfare Committees unanimously desires they may downsize the committee to three members at a time which can be achieved by way of rotation/roaster of duties among the members so that there is minimum travel and exposure to the committee members for their health and well being.

This issues with the prior approval of Director, WCD.

  
Dr. Nisha Agrawal  
Deputy Director (CPU)

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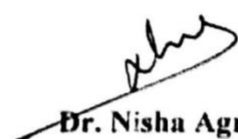
1. All Superintendent/Home In-Charge (Govt./NGO run) Child Care Institutions.
2. All DDOs/District officers DWCD with a request to facilitate availability of Hand Sanitizers/Soaps.
3. All Chairperson, Child Welfare Committees.
4. All District Child Protection Officer, DCPUs

F.61 (520)/SPSU/ICPS/DD (CPU)/DWCD/2013/28347-54.

Dated-20 MAR 2020

**Copy for information:**

1. Registrar, Juvenile Justice Committee, Hon'ble Delhi High Court
2. PA to Secretary to Minister (SW & WCD)
3. PA to Secretary (SW & WCD)
4. S.O to Director, DWCD

  
**Dr. Nisha Agrawal**  
**Deputy Director (CPU)**