

110/1

**Department of Women & Child Development  
Govt of NCT of Delhi  
ISBT Building, Kashmere Gate, Delhi-110006**

F.1(124)/DO(W)/DSB/MohiniBagh/2020-21/7981-90 Dated:

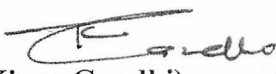
03 AUG 2021

**Subject- Guidelines For Collaboration with Voluntary Organizations/Non Profit Organizations for Support to CCIs/Shelter Homes/Other Projects in the districts.**

The Department has been engaging with various NGOs/CSOs for implementation of its various schemes & programmes for the welfare of women and children in an effective manner. In order to ensure that engagement with NGOs/VOs is transparent, authorized and standardized, it is necessary to maintain some protocols/SOPs in this regard. Therefore, guidelines have been formulated for collaboration with Voluntary Organizations/Non Profit Organizations for support to CCIs/Shelter Homes/Other Projects in the districts.

Henceforth, all the concerned officers are requested to strictly adhere to the guidelines while engaging with NGOs/VOs in CCIs/Shelter Homes/Other Projects in the districts.

Enclosed A/a

  
(Kiran Gandhi)  
Jt. Director, CPU

To,

1. All District Officers, WCD, GNCTD
2. All Superintendents of CCIs, WCD, GNCTD

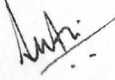
F.1(124)/DO(W)/DSB/MohiniBagh/ 2020-21/7981-90

Dated:

03 AUG 2021

Copy for Information to:

1. OSD to Secretary, WCD, GNCT of Delhi.
2. PS to Director, WCD for information of Director, WCD.
3. All Joint Directors, WCD.GNCT of Delhi.
4. All Deputy Director, DWCD Hqtr, GNCT of Delhi
5. All Members of Resource/Need Assessment Committee
6. All DCPOs, WCD, GNCTD
7. System Analyst for uploading guidelines on Department's website
8. Guard File.

  
(S.M. Ali)  
Deputy Director, CPU

107/c

**DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT**  
**GOVT. OF NCT OF DELHI**  
**2nd FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006**

---

**Subject-GUIDELINES FOR COLLABORATION WITH VOLUNTARY ORGANIZATIONS/ NON PROFIT ORGANIZATIONS FOR SUPPORT TO CCIs/ SHELTER HOMES/OTHER PROJECTS IN THE DISTRICTS.**

The Department has been engaging with various NGOs/CSOs for implementation of its various schemes & programmes for the welfare of women and children in an effective manner. In order to ensure that the engagement with NGOs/VOs is transparent, authorized and standardized, it is necessary to maintain some protocols/SOPs in this regard. Henceforth, all the concerned officers are requested to adhere to following instruction while engaging with NGOs/VOs in the endeavors of Department as under: -

**Process of engagement for organizations willing to work on pro bono basis:-**

1. Any proposal received by the Superintendent/Office-in-charge should be sent to the District Officer for further approval of the HQ.
2. All proposals received in the District will be properly scrutinized and deliberated upon by a committee consisting of the following: -
  - a. District Officer -Chairperson
  - b. Superintendent of the concerned Home- Member -Convener
  - c. District Child Protection Officer - Member
  - d. Assistant Director (Hqtr.) from concerned branch - Representative of Hqtr.

The above-mentioned committee will submit its recommendation to the Hqtr.

3. In the first week of every month, this committee must meet for considering proposals and reviewing the progress of the ongoing partnerships. After the approval, all the new initiatives will be done under the close supervision of the District Officers.
4. The Superintendent/Office-in-charge of respective Homes/Officers will co-ordinate and report to the District Officer on expected outcomes in monthly meetings and also send monthly reports with copy to VAC Cell HQ.
5. All donations of the articles, goods, items received from any individual/organization/CSR shall be added in the record of the donations maintained

by the Superintendent/Office-in-charge and reported to District Office/DO on monthly basis.

6. The Permission to any organization to work with the Department will be granted with the following conditions:

- a) Provision of the Juvenile Justice (Care and Protection of Children) Act, 2015 and Juvenile Justice (Care and Protection of Children) Model rule, 2016, / Women and Children Licensing Act 1956, POCSO Act, 2012 and relevant legislations should be followed.
- b) The work should be started with prior intimation to the concern Officers.
- c) Male workers/ staff members of voluntary organization will not be allowed in the female Institutions.
- d) The workers of Voluntary organization shall carry the permission letter along with the Identity Card.
- e) The norms of the office should be followed.
- f) The confidentiality and dignity of the children/ residents will be maintained.
- g) No photography/videography is allowed.
- h) The information gathered shall be shared with the Department of WCD, GNCTD and in no case used externally without prior permission of the Department.
- i) Report/Data/Finding will not be shared with the media etc.
- j) In case of violation of any of the above condition is found at any point of time, suitable action besides withdrawal of permission shall be taken.
- k) The validity of permission should be clearly indicated in the permission letter. Further, extension shall be based on evaluation of the Project.
- l) The Voluntary Organisations/Agencies recommended for partnerships shall meet following criteria:
  - Should be registered on NITI Aayog Portal
  - Should be financially sound
  - Should have prior experience in the relevant field

7. All associated organizations will submit quarterly reports and end report citing the outcomes/targets fulfilled.

8. Protocols regarding in kind support & other forms of donations-

- a) All donations, contributions shall be accepted in conformity with systematic protocols and Govt norms.
- b) All donations, contributions should be accepted on a need basis and should be relevant to the institution or children's requirements.
- c) Any unsolicited donation shall be discouraged. All donations undertaken should be accepted from the reliable source.

- 1071C
- d) It must be ensured that before accepting any donation, the source has compliance with the standards viz. ISI mark, FSSAI, or equivalent.
  - e) Shelf-life of perishable items shall be kept into consideration before accepting them as a donation.
  - f) The donation shall be provided with an acknowledgement receipt after accepting the donation.
  - g) To ensure transparency, proactive disclosure application (especially for non-perishable items accepted as a donation and their proposed usage), shall be mandatorily submitted to the CPU branch for information purposes (where CCIs are involved) in 1<sup>st</sup> week of every month with copy to DO.
  - h) Any inventory of articles, goods, or items accepted as donations shall be maintained at the institution level.
  - i) A list of all accepted donations during month shall be shared with the VAC branch by District Officers in the first week of every month.
  - j) It must be ensured that articles, goods, or items as accepted in donation shall be judiciously and optimally utilized.
  - k) Data entry in register to be maintained and digitized record also be created. Register to be signed monthly by following 3 officers-
    - Superintendent
    - District Child Protection Officer
    - Rehabilitation cum placement Officer

9. At WCD Headquarters, the VAC branch will maintain a master database of all NGOs partnering with WCD and update their resource directory every quarter. Any application/proposal directly received by the WCD Headquarter shall be assessed by a Resource/Need Assessment Committee which shall have a meeting on 1<sup>st</sup> working day of every month. The committee shall comprise of following members:

I.	Joint Director (Child Protection Unit)	-Chairperson
II.	Deputy Director (Child Protection Unit)	-Member
III.	Assistant Director (Child Protection Unit)	-Co-Convenor & Member Secretary
IV.	Assistant Director (VAC)	-Convenor
V.	Spl. Officer (CCC)	-Member
VI.	Programme Manager (State Child Protection Society)	-Member
VII.	Assistant Accounts Officer (Society/Department)	-Member
VIII.	Welfare Officer (VAC)	-Member

Resource/Need Assessment Committee shall invite officers from other branches/districts in case any clarity is needed on a project.

A format for NGOs/CSOs willing to be associated with the Department on pro bono basis is enclosed.

**(Dr. Rashmi Singh)**  
**Director, WCD**



DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

GOVT OF NCT OF DELHI.

ISBT KASHMERE GATE BUILDING, NEW DELHI-110006.

**Detailed Format for NGOs/CSOs willing to be associated with the  
Department on pro bono basis for support to CCIS/ Shelter  
Homes/other projects in the District**

1.	Name of the Organization:	
2.	Office Address:	
3.	Contact Details: <ul style="list-style-type: none"><li>• Name of the Contact Person</li><li>• Phone No</li><li>• Email Id</li></ul>	
4.	Organization Details: <ul style="list-style-type: none"><li>• Registration details-</li><li>• Manpower/Human Resources-</li><li>• Annual Turnover of last 3 years-</li><li>• Work Experience in brief(especially in reference to the Dept &amp; other line Depts associated with Women &amp; Children welfare)-</li><li>• Thematic Areas of Work-</li></ul>	
5.	Whether registered on NITI Aayog Portal(Yes/No):  If Yes <ul style="list-style-type: none"><li>• Reg. No-</li><li>• Date of Reg.-</li></ul>	
6.	<b>Details of Association with the Department:</b>  Currently associated with the Dept(Yes/No):  If No	

- i. Have you submitted any proposal in past about activities & partnership proposed (give details of the email/letter/minutes of meeting):
- ii. Proposed time period of association:
- iii. Preferred districts of work:
- iv. Proposed domain/area of work:

**Past Experience of Partnerships with the Department**

- i. Associated with the Department since:
- ii. Any MoU signed?  
If Yes, validity period of the MoU with the Dept:
- iii. Point of contact in the Department if there is any past association:
- iv. Engaged with which Branch & Officer of the Dept:
- v. Name of the Nodal Officer of the Dept in contact with:
- vi. Districts covered:
- vii. Name of the Projects/Institutions covered:
- viii. No. of Anganwadis/SSKs/Twin Aws/CCIs/Women Institutions covered:
- ix. Type of Association/details of the activity:
- x. Details of the Project Manager with contact no.:
- xi. Details of the work done till now:
- xii. Additional remarks, if any:

7.

**Current Proposal**

- Describe the activities you propose to undertake-

	<ul style="list-style-type: none"><li>• Time Frame-</li><li>• Human Resources being deployed-</li><li>• Outcomes/deliverables in current &amp; previous F.Y</li><li>• Sources of funding for the said activities-</li><li>• Tentative Expenditure-</li></ul>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

---