

**REVISED**

**NCLP Guidelines**

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## Contents

**Chapter I : Introduction**

**Chapter II: National Child Labour Project Scheme (NCLPS): Need for change**

**Chapter III: Revamped National Child Labour Project(NCLP) Scheme**

**Chapter IV : Implementation of the Project**

**Chapter V: Management and Information System (MIS)**

**Chapter VI: Social Mobilisation and Awareness raising activities**

**Chapter VII: Funding, Budgeting and Financial Matters**

**Appendix-1** Receipts and Payments Account for the year ending....

**Appendix-2** Income and Expenditure Account for the year ending....

**Appendix-3** Balance Sheet as on .....in respect of NCLP.....

**Appendix-4** Utilisation Certificate(UC)

**Appendix-5** Agreement Bond

**Annexure-1** Steps to be taken for setting up of new National Child Labour Project(NCLP)

**Annexure-2** Annual Progress Report(APR) for the academic year ending.....

**Annexure-3** Quarterly Progress report for the quarter ending.....

**Annexure-4** Annual budget of the district project society

**Annexure-5** Annual budget of the Special Training Centre (STC)

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## Chapter I Introduction

1.1 Children are a valuable asset for any society. They constitute a very large segment of our population. As per 2011 Census, the persons below the age of 14 years account for 29% of the total population while persons between the age group 14-18 years account for another 10% of the total population. The child's natural place is at school and the playground. However many children are unfortunately denied these basic development opportunities in childhood. They instead get burdened with work because of poverty, irregular income streams for the family, economic shocks, ignorance, lack of access to social security, education, health facilities, food security etc. The 2013 World Report on Child Labour prepared by the ILO has observed that child labour can compromise the productive capacity of workers during adulthood and thereby constrain both national economic growth and efforts to reduce poverty.

1.2 Recognizing that child labour is the outcome of multiple causes and has multiple dimensions, Government of India enacted legislation (1986) and prepared the national policy on child labour (1987) to tackle the problem with a multi-pronged approach. The important pillars of the national policy on the elimination of child labour have been as under:

- i) **Legislative Action Plan**--Strict and effective enforcement of legal provisions relating to child labour under various laws.
  
- ii) **Convergence of government developmental programmes** – Focus on converging various developmental initiatives to alleviate poverty, provide access to social security, health and education, economic and social empowerment of the child workers and their families.
  
- iii) **Project based plan of action** – Implementation of National Child Labour Project Scheme (NCLPS) in the areas of high concentration of child labour.

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## **Chapter II National Child Labour Project Scheme (NCLPS): Need for change**

2.1 National Child Labour Project Scheme (NCLPS) was started in 1988 to rehabilitate child labour. The Scheme seeks to adopt a sequential approach with focus on rehabilitation of children working in hazardous occupations and processes. Under the Scheme, a survey is conducted of children engaged in hazardous occupations and processes in a district or a specified area; then children in the age group of 9-14 years are withdrawn from these occupations and processes, and put into NCLP Special Training Centres. In the NCLP Special Training Centres, these children are provided bridge education, vocational training, mid-day meal, stipend, health care and recreation etc. with the ultimate objective of preparing them to be mainstreamed into the formal system of education.

### **Need for Change**

2.2 Since the NCLPS started in 1988, there have been a number of developments which necessitate a review of the basic strategy of operating bridge schools/special schools under NCLP. The Right of Children to Free and Compulsory Education Act, 2009 (RTE Act) has been enacted by the Parliament. Section 3(1) of the RTE Act stipulates that every child in the age group of 6-14 years has a right to free and compulsory education in a neighbourhood school till completion of elementary education. Under Section 4, every child above six years of age who has not been admitted in any school or though admitted could not complete elementary education, shall be admitted in an age appropriate class and shall also have a right to receive special training to enable successful integration with the rest of the class academically and emotionally.

2.3 Rules framed by the Central Government under RTE Act provide that the school management committee of a school owned and managed by the appropriate Government or local authority shall identify children requiring special training and organize such training in the following manner:

- i) the special training shall be based on specially designed, age appropriate learning material, approved by the academic authority specified in sub-section (1) of section 29;
- ii) it shall be provided in classes held on the premises of the school, or in classes organised in safe residential facilities;
- iii) it shall be provided by teachers working in the school, or by teachers specially appointed for the purpose;

- iv) Duration of the training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.

2.4 A need was felt to review the NCLPS. Accordingly the revision of NCLP scheme guidelines have been initiated and finalized in consultation with the stakeholders.

2.5 These revised guidelines will also be applicable to currently operational NCLP districts and the training centres operational in these districts. All NCLP centres (new and on-going) will need to be justified in accordance with the revised criteria of guidelines. The scheme will be reviewed by an independent agency in 2016.

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## Chapter III Revamped National Child Labour Project (NCLP) Scheme

### OBJECTIVES:

3.1 The NCLP Scheme seeks:

#### A. To eliminate all forms of child labour through

- i. Identification and withdrawal of all children in the Project Area from child labour,
- ii. Preparing children withdrawn from work for mainstream education alongwith vocational training;
- iii. Ensuring convergence of services provided by different government departments/agencies for the benefit of child and their family;

#### B. To contribute to the withdrawal of all adolescent workers from Hazardous Occupations / Processes and their skilling and integration in appropriate occupations through

- i. Identification and withdrawal of all adolescent workers from hazardous occupations / processes,
- ii. Facilitating vocational training opportunities for such adolescents through existing scheme of skill developments<sup>1</sup>;

#### C. Raising awareness amongst stakeholders and target communities, and orientation of NCLP and other functionaries on the issues of ‘child labour’ and ‘employment of adolescent workers in hazardous occupations/processes’; and

#### D. Creation of a Child Labour Monitoring, Tracking and Reporting System.

### TARGET GROUP:

3.2 The scheme focuses on:

- i) All child workers below the age of 14 years in the identified target area.
- ii) Adolescent workers below the age of 18 years in the target area engaged in hazardous occupations / processes<sup>2</sup>
- iii) Families of Child workers in the identified target area

Note : 1. No educational/vocational training for adolescent would be provided directly by the NCLP.

1. The District Project Society will only act as a linking agency for facilitating vocational training through existing schemes of skill development.

## **STRATEGY:**

3.3 The overall approach of the project is to create an enabling environment in the target area, where children are motivated and empowered through various measures to enroll in schools and refrain from working, and households are provided with alternatives to improve their income levels.

3.4 NCLPS will be implemented in close coordination with State, District administration and Civil society. Elimination of Child Labour is joint responsibility of the Ministry of Labour and Employment and the State Governments. Other stakeholders such as District Administrations, local communities, civil society groups, NGO's, academicians and enforcement agencies have an important role to play. The scheme seeks to not only set up the implementation structure but also institutionalize monitoring and supervision for effective functioning of the scheme.

### **3.5 Expected Outcomes:**

- i. Contribute to the identification and eradication of all forms of child labour ;
- ii. Contribute to the identification and withdrawal of adolescents from hazardous occupations and processes in the target area;
- iii. Successful mainstreaming into regular schools of all children who have been withdrawn from child labour and rehabilitated through the NCLPS;
- iv. Adolescents withdrawn from hazardous occupations / processes to have benefited from skills training wherever required and linked to legally permissible occupations;
- v. Better informed communities, specific target groups and the public at large as a result of the Social Mobilization Programme(s) and Awareness about the ill effects of child labour
- vi. Enhanced capacities to address the issue of child labour through training of NCLP staff and other functionaries;

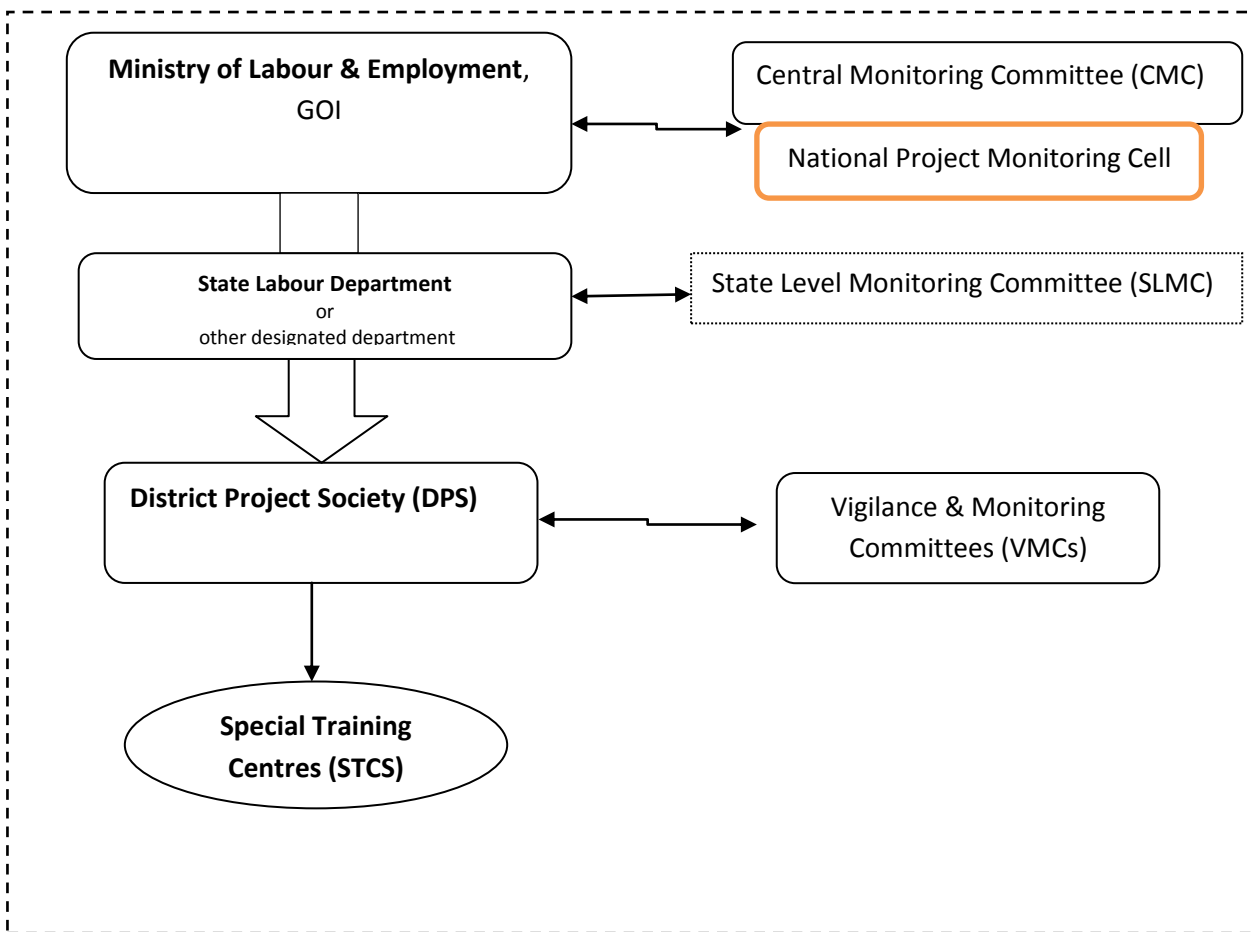
## **INSTITUTIONAL STRUCTURE & FUND FLOW:**

3.6 Under the constitutional scheme of things, labour falls in the Concurrent List. Eradication of child labour is therefore the joint responsibility of the Central and State Governments. The implementation of the Child Labour (Prohibition & Regulation) Act 1986 is entrusted to the Central Government in a few spheres such as Central Government Establishments, railway administration, major port, mines, and oil fields. In all other cases, the implementation is entrusted to the State Governments.

3.7 NCLPS is a central sector scheme where 100% of the funding is provided by the Government of India through the Ministry of Labour and Employment. Funds under the existing NCLP scheme are released by the Central Government directly to the registered NCLP District Project Society under the chairpersonship of the administrative head of the district namely District Magistrate/District Collector (DM/DC)/Deputy Commissioner of the district who is under administrative control of the State Govt.

3.8 The Apex Court Order in WP 465/1986 (also known as the M.C. Mehta case) on Child Labour rehabilitation observed that regular monitoring and survey of child labour in the State is the responsibility of the State Government(s). In view of this, State Governments need to play an active and important role in implementation, coordination and monitoring of the implementation of NCLP Scheme in their Districts.

3.9 The architecture of institutional mechanism under NCLP is as under:-

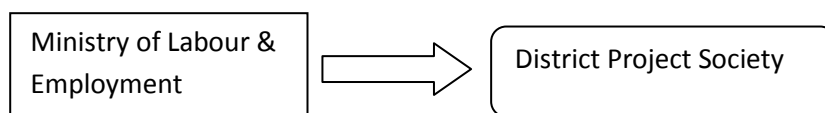


**Figure-1: Institutional Structure under NCLP Scheme**



## **Funds Release**

3.10 Under the NCLP scheme, funds are released directly to the Project Societies in two (2) installments based on submission of specified periodic documents reflecting progress of project activities and the District Project Society in turn releases fund to implementing agencies operating Special Training Centres (STCs).



**FIGURE 2: FLOW OF FUNDS UNDER THE NCLP Scheme**

## **ROLE OF CENTRAL GOVERNMENT IN THE NCLP SCHEME:**

3.11 The Ministry of Labour and Employment, Government of India shall have the primary responsibility for laying down the guidelines and funding the scheme. Actual responsibility for effective implementation shall however rest with District Administrations and Project Societies by involving local communities, NGO's/ civil society, academia, media and advertising groups as well as other social partners like trade unions and employers' organizations.

### **The Central Monitoring Committee (CMC)**

3.12 The Central Monitoring Committee (CMC) chaired by the Union Labour Secretary for overall supervision, monitoring and evaluation of various child labour projects.

### **National Project Monitoring Cell (NPMC)**

3.13 The CMC will be supported by a National Project Monitoring Cell (NPMC) comprising of two Project Associates. The Project Associates shall be paid a fixed lump-sum of Rs.40,000/- per month. The National Project Monitoring Cell will assist in evaluation of all proposals from different States, analyze the periodical progress reports- physical and financial, work on the development of the child labour tracking and monitoring system proposed to be developed as part of the NCLPS, participate in joint review missions with the States to carry out periodic evaluation of the implementation of the Project, collate data being received from different States, put up analytical reports to the Government on a monthly/quarterly basis, assist in hiring of an external evaluation agency in the last year of the XIIth Plan period, and carry out any other work that may be assigned to it by the Ministry of Labour and Employment, Govt. of India from

time to time. The resources will be hired purely on contract and the terms and conditions of their hiring will be separately determined by the Ministry of Labour and Employment.

### **ROLE OF STATE GOVERNMENTS IN THE NCLP SCHEME:**

3.14 The State Government has the responsibility in the matter of planning, co-ordination and monitoring of the NCLPS. The **State Level Monitoring Committee (SLMC) headed by the Chief Secretary of the State** is meant for effective and efficient implementation of NCLP Scheme and convergence of various development initiatives. The State Department of Labour or any other department may be designated to monitor and review the functioning of child labour project(s) in the state and give secretariat help to SLMC.

3.15 There are a number of areas in which the intervention of the State Government is essential. Few of them are illustrated below:-

- i. Ensuring coordination among different government departments for effective convergence of different development programmes focusing on child labour & their families.
- ii. Developing objective indicators for selection of priority district(s) under the National Child Labour Project.
- iii. Addressing the local conditions and socio-economic dimensions that perpetuate child labour.
- iv. Developing & implementing strategies for awareness generation, social mobilization and community participation together with the district level bodies.
- v. Co-ordinate the activities in all districts and brief training programme of the volunteers by way of initial orientation programme / refresher programme,
- vi. A decision on the appropriate learning material to be used by the Special Training Centers and on the appropriate modules to be used/ adapted for volunteer teacher training, in each district.
- vii. Monitor the various facets of the scheme including proper documentation, furnishing of reports/returns and audited accounts, utilization certificates, etc., to the Ministry of Labour, Government of India.

3.16 The SLMC headed by the Chief Secretary of the state should be the apex body to converge the efforts of all departments for the delivery of various services to the rescued child workers and their families. The Secretaries of other concerned departments, Civil Society working in this area may be invited in the SLMC meeting. It is recommended that the SLMC

meet at least once a year to take stock of the progress in elimination of child labour efforts in the state and review the progress in convergence of services for the benefit of the families of child workers.

**ROLE OF DISTRICT PROJECT SOCIETY (DPS) UNDER NCLPS:**

3.17 The implementation of the Project is carried out at the district level by a dedicated District Project Society (DPS) set up for the NCLPS. NCLP society is a registered under the Societies Registration Act, 1860 and functions under the Chairpersonship of the administrative head of the district namely District Magistrate/Collector/ Dy. Commissioner of the district. It would comprise of key officers of government departments, representatives of panchayat raj institutions, trade unions, employers, NGOs, child worker representatives etc. Model composition of the District Project Society is indicated in the accompanying Box. Steps to be taken for setting up of new NCLP are at Annexure-1. The Society is responsible for overall implementation of the Project activities in the district. Some of its functions are:

1. Formulation of project related strategies at the district level;
2. Reviewing and monitoring implementation of action programmes;
3. Overseeing implementation of the scheme and ensuring timely release of funds to the partners / implementing agencies;
4. Promoting ownership of the project, facilitating convergence and co-ordination amongst existing government departments towards elimination child labour;
5. Monitoring the child labour situation in the district;
6. Promoting society partnership of NGOs, Trade Unions, Employers’ Organizations and other local associations;
7. Compilation and timely submission of periodical reports, accounts and utilization certificates; and
8. NCLPS District Project Society Executive Committee should meet once every 3 months while the Governing Body should meet once in 6 months.

**Table 1: Model Composition of the Governing Body for District Project Society**

|    |                                                       |   |                  |
|----|-------------------------------------------------------|---|------------------|
| 1. | District Collector/District Magistrate                | - | Chairperson      |
| 2. | Addl. Collector (Dev.)/Project Director,<br>DRDA/DUDA | - | Member Secretary |
| 3. | District Elementary Education Officer                 | - | Member           |
| 4. | District Education Officer                            | - | Member           |
| 5. | Chief Medical Officer                                 | - | Member           |
| 6. | Asstt. Labour Commissioner /<br>Distt. Labour Officer | - | Member           |

|     |                                                                       |   |               |
|-----|-----------------------------------------------------------------------|---|---------------|
| 7.  | Distt. Social Welfare / Tribal Devl. Officer                          | - | Member        |
| 8.  | CEO, Zilla Parishad                                                   | - | Member        |
| 9.  | District Revenue Officer                                              | - | Member        |
| 10. | <i>Principal Local ITI</i>                                            | - | <i>Member</i> |
| 11. | Inspector of Factories                                                | - | Member        |
| 12. | Officer-in-charge, Distt. Industries Centre                           | - | Member        |
| 13. | District Project Nutrition Officer                                    | - | Member        |
| 14. | Distt. Public Relation Officer                                        | - | Member        |
| 15. | Representative of Distt. Lead Bank                                    | - | Member        |
| 16. | Representative of Postal Department                                   | - | Member        |
| 17. | Member of Parliament                                                  | - | Member        |
| 18. | MLA /MLC                                                              | - | Member        |
| 19. | Representative(s) of Trade Unions                                     | - | Member        |
| 20. | Representative of Panchayati Raj Institutions(PRI) / Local Bodies     | - | Member        |
| 21. | Representative(s) of NGOs                                             | - | Member        |
| 22. | Project Director, NCLP                                                | - | Member        |
| 23. | Representative of Employer / Business Community                       | - | Member        |
| 24. | Representative of Parents of Children                                 | - | Member        |
| 25. | <i>Representative of Regional Labour Commissioner(Central) Office</i> | - | <i>Member</i> |

3.18 The District Project Society(DPS) may hire the following staff on contractual basis for fixed term(Ref para 4.27) as under:-

**Table 2: Project Society Office**

| <b>Project Society Staff</b> | <b>Honorarium per month</b> | <b>Number</b>                                                                                               |
|------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------|
| Project Director             | Rs.18,000                   | 1(one)                                                                                                      |
| Programme Manager(s)         | Rs. 12,000                  | one if the number of special training centres in the district is up to 20,<br>two if the number exceeds 20. |
| Clerk-cum Accountant         | Rs. 8,000                   | 1(one)                                                                                                      |
| Steno/DEO                    | Rs. 6,000                   | 1(one)                                                                                                      |
| Driver <sup>1</sup>          | Rs. 6,000                   | 1(one)                                                                                                      |
| Helper/Office Attendant      | Rs. 3,500                   | 1(one)                                                                                                      |
| Vocational Trainer (VT)      | Rs. 8,000                   | one VT for three Special Training Centres(STCs).                                                            |

<sup>1</sup> The driver is only for those Projects which date back to the 8<sup>th</sup> and 9<sup>th</sup> Plan when purchase of vehicles was allowed and drivers were allowed to be engaged.

Annual budget of the district project society is at **Annexure-4**. An amount of Rs 75,000/- is to be provided during 12<sup>th</sup> plan period, once for each project society for Furniture, Computer, Printer, Phone, Fax Machine, Internet facility etc .

**Role of Chairperson of District Project Society** (District Magistrate/ District Collector etc):

3.19 The administrative head of the district namely District Magistrate (DM)/ District Collector(DC) is the key person for successful implementation of the Project in the district. There are number of examples from NCLP districts demonstrating that if the District Magistrate/ Collector takes interest and pays attention to the Project, there will be greater chances for successful implementation of the Project. This is particularly important, as the issue of child labour has to be handled not only as a labour problem but as a social and development issue requiring multi-sectoral interventions and civil society partnership.

**Role of Project Director**

3.20 The Project Director is the key operations person working under the overall guidance of the District Magistrate/ District Collector, Chairperson of the district project society. Project Director should be preferably a full time officer, who under the overall guidance and supervision of the Chairperson-cum-District Collector/DM co-ordinates implementation of the project components in the district. He is directly responsible for community mobilization and oversight of special training centres as well as co-ordination & implementation of all the activities at district level including bridge education, vocational training, income generation, awareness raising campaigns, sensitization and training programs, monitoring and tracking etc.

**Responsibilities of Project Director:-**

- i) The Project Director will take steps to promote co-ordination and convergence with all line departments, particularly the Education, Rural Development, Health, Employment and Vocational Training, etc and supervise the functioning of all NCLP project staff.
- ii) He/She will regularly interface with the Collector/District Magistrate on all Project related issues.
- iii) He/She will be responsible for ensuring timely submission of progress reports to Ministry of Labour & Employment and timely release of inputs to the implementing partners.
- iv) He/ She will maintain close contact with the Project beneficiaries and stake holders, take their feedback on the project implementation and take corrective measure from time to time.

- v) He/She will also take steps to get regular feedback from the Project Society members and ensure regular meetings of the NCLP.
- vi) He/She will maintain close rapport with the employers and workers organisations, NGOs and other civil society organisations in the district and promote active civil society partnership in the Project.
- vii) Project Director will also work closely with the Labour department on enforcement related issues.
- viii) He will also carry out periodic checking of the Special Training Centres to ensure that the centres are being operated in accordance with the Project guidelines and in the best interests of the beneficiaries.
- ix) Any other work assigned by the Project Society.

3.21 The Project Director can be engaged on contract for a consolidated honorarium of Rs. 18000 per month.

### **Programme Manager(s)**

3.22 To assist the Project Director in the implementation of the project, the Project Society can hire on contract basis (Ref para 4.27) up to 2 Programme Managers (one if the number of special training centres in the district is up to 20, two if the number exceeds this number), whose specific role will be defined by the Project Society prior to their hiring. The consolidated honorarium to these Programme Managers can be a maximum of Rs. 12,000 per month.

*Skills and competencies required:* The Programme Managers must have good communication skills, aptitude to undertake social/voluntary work, capability to coordinate with different stakeholders, ability to provide guidance to implementation agencies for retention of children in the Special training Centers and their mainstreaming, ability to carry out field monitoring of the scheme implementation by the partner agencies, IT skills etc.

### **Clerk-cum-Accountant**

3.23 The Project Society can additionally hire a person on contract to look after primarily all the accounting work of the District Project Society. The consolidated honorarium for the clerk-cum-accountant can be Rs. 8,000 per month.

*Skills and competencies required:* He/she should have good knowledge of accountancy and book keeping, ability to draft letters and correspondence, proficiency in collecting and maintaining accounts in electronic formats and proficiency in generating reports from electronic data.

### **Data Entry Operator(DEO)/Steno**

3.24 Similarly a data entry operator/steno can be hired on contract primarily for all office IT related data entry work plus drafting letters/ official correspondence at a consolidated honorarium of Rs.6000 per month. All Project officials are expected to be familiar with commonly used IT packages.

### **Multi-purpose Helper Volunteer**

3.25 A part time multi-purpose helper volunteer can also be hired on contract by the Project Society for assistance in the Office for a consolidated honorarium of Rs. 3500 per month.

### **Vocational Trainer**

3.26 Project Society can hire volunteer trainer(s) at the district level for a consolidated honorarium of Rs 8000/- per month. One vocational trainer is to be deployed for three NCLP Special Training Centres(STCs). Project Society may involve craftsmen / trainers from local ITIs or other vocational institute(s) for developing a training module for providing training to the beneficiaries in accordance with the market requirement.

3.27 No vehicles will be purchased out of Project funds. Also, driver would be hired only for those Project society (which date back to the 8<sup>th</sup> and 9<sup>th</sup> plan) where existing vehicles are still in use. Existing vehicles will be disposed off according to respective State Government rules if they have outlived their economic life.

3.28 The specific educational qualifications, age, experience and selection criteria for Project Society workers / volunteers will be determined by the District Administration / State Government, keeping in mind the common principles of non-discrimination, equity, fairness and transparency. The expenditure on Project Director and the supporting staff will be chargeable to the NCLPS.

3.29 After closure of all Special Training Centre(s) in the district, the Project Society may run at its full strength for the next six months and subsequent continuation of the Project Society even at reduced strength will require justification for the same and approval of the Ministry of Labour and Employment.

### **NCLPS Special Training Centre**

3.30 There should be a minimum of 15 & a maximum of 50 children in each Special Training Center under the NCLPS. Each Special Training Center would have the services of (Ref para 4.27):

- One teaching volunteer (for children strength up to 20) and a maximum of 2 such volunteers. The volunteer teacher will be entitled to an honorarium of Rs. 6000/- per month.
- Each Centre can also engage a volunteer for maintaining accounts and general correspondence. This volunteer can be paid a consolidated honorarium of Rs.5000 per month.
- A part time volunteer helper can also be engaged to help prepare and serve the mid-day meal and render other miscellaneous services such as cleaning of the premises for a payment of Rs. 3500 per month.

**Table 3: Special Training Centre**

| <b>NCLP Special Training Centre Volunteers</b> | <b>Honorarium</b>  | <b>Number</b>                                            |
|------------------------------------------------|--------------------|----------------------------------------------------------|
| <b>Volunteer Teacher</b>                       | Rs. 6000 per month | One for children strength up to 20;<br>Two for above 20. |
| Volunteer Clerk-cum-Record Keeper(one)         | Rs.5000 per month  | One                                                      |
| Volunteer Helper(one)                          | Rs. 3500 per month | One                                                      |

The annual budget of the Special Training Centre (STC) is at **Annexure-5**.

3.31 The Special Training Center(s) could be run by reputed and experienced Non-Government Organisations(NGOs), Civil Society Organisations etc. or by the Project Society directly themselves. The project authorities should keep the following aspects in mind while determining the suitability of an NGO/voluntary agency for the Special Training Centres:-

**BOX 1: Guidelines for Engaging NGO's / Voluntary Organisations**

- The NGO/voluntary agency should be a body registered under the Societies **Registration Act or Public Trust Act and should have been in existence for a minimum** period of two years.
- The NGO/voluntary agency shall not entrust / sub contract the activities assigned to it under the Project nor shall it divert any part of financial assistance to any other organization / agency.
- It should not have been blacklisted for misuse of public funds, non-delivery of satisfactory service in a previous project or any other misdemeanor.
- It should have prior experience in implementation of social projects.
- All accounts, stocks and registers maintained by the NGO / voluntary agency for the project shall be open to inspection by the officers appointed by the Central Govt/ State



Govt./ District Project Society or the monitoring institutions entrusted with the task by the appropriate government.

- f. The NGO/voluntary agency should have a properly constituted managing / governing body and powers and duties clearly defined in its constitution.
- g. Name of all office bearers involved in the establishment and management of such voluntary agency should be disclosed along with their roles and responsibilities in the organization.
- h. If any of the officer bearers is holding public office, the details of the office should also be mentioned specifically.
- i. The performance of these voluntary agencies engaged in NCLP Scheme should be assessed periodically and the renewal of the mandate for the next year should depend upon its performance being found satisfactory in the current year.
- j. It should not discriminate in any manner on the basis of religion, caste, creed.

3.32 The selection of Implementing agencies would be made by the District Project Society. It should be ensured that the agencies have a demonstrable presence in the area and have experience in implementing social sector projects in the district.

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## **Chapter IV: Implementation of the Project**

### **PROJECT ACTIVITIES:**

4.1 A number of activities are required to be undertaken as part of the Project. Some of them are listed hereunder.

#### **Child Labour**

- \* Identification of target population through a base line survey
- \* Withdrawing target children from work and providing them with meaningful transitional options such as convergence with local schools for admission; Special Training Centres(STCs) for bridge education and pre-vocational & vocational training.
- \* Delivering income/employment/social security/ developmental programme benefits, as appropriate, to the target children and their families.
- \* Social mobilization, mainstreaming of the child labour issues, advocacy and media campaign to raise public awareness
- \* Stepping up the enforcement of child labour laws.
- \* Monitoring/Tracking Mechanisms to follow up child workers
- \* Impact Evaluation at the end of the Plan Period.

#### **Adolescent worker in hazardous occupation/ processes**

- \* Identification of target population through a survey
- \* Withdrawing adolescent from hazardous occupations or processes and facilitating vocational training through existing scheme(s) of Skill Development in non-hazardous work.
- \* Social mobilization, advocacy and media campaign to raise public awareness, enforcement of laws.
- \* Monitoring/Tracking Mechanisms to follow up adolescent workers identified in survey
- \* Impact Evaluation at the end of the Plan Period.

#### **BASELINE SURVEY :**

4.2 Survey is the starting point for any meaningful intervention to eradicate child labour. The baseline survey would help to identify ‘all working children’ and ‘adolescents in hazardous occupations or processes’ in the target areas and develop a profile of project beneficiaries.

4.3 The starting point for any survey should be accessing and analyzing available records such as census data, school records, panchayat/ municipal records, household surveys. Convergence with the annual survey of 'out of school' children under SSA (undertaken as part of the school mapping exercise under SSA) would help to reduce duplication of efforts at the District and State Level. However the SSA survey may be targeted at children under the age of 14 years, whereas under NCLP Project, even adolescents in the age group 14-18 years working in hazardous occupations and processes will need to be surveyed and identified. The survey may comprise of other departments such as Labour, education, Women and Child Development, Health and involve civil society organisations.

### **The Baseline Survey Agency**

4.4 The Governing body of the District Project Society is required to take conscious decision for conduct of baseline survey as under :-

- Independent agency for baseline survey or
- The field survey can be entrusted to the government functionaries with the task and paid some honorarium for doing the actual survey work or
- Alternately Nehru Yuva Kendra (NYK) / NSS volunteers etc can be co-opted for the survey and paid some honorarium.

The agency/agencies entrusted for survey work would be responsible for all activities related to the conduct of the survey. The Project Implementing agency should not be associated with the survey. The survey should generally provide the following information:-

- i. Magnitude of the child labour
- ii. Its classification by occupations and processes(hazardous and non- hazardous), and its geographical distribution
- iii. Full details such as name of the child/adolescent and their father/gurdian's name, age, sex, level of literacy, address and occupations & processes from where child/adolescent would be withdrawn
- iv. Economic conditions of parents
- v. Access to primary education

4.5 A sum of up to Rs. 4.00 lakh per district to be surveyed can be spent on this survey. This should cover all expenses such as transcribing the survey proforma into local language, training of enumerators, printing of forms, actual field work, honorarium / contractual payments, printing

of survey report and digitization of data. No survey report will be treated as complete without soft copy of the list. The survey report must have been formally approved by the District Project Society before being forwarded to the Ministry of Labour and Employment. Survey should be conducted by all the project societies to assess the impact of the project within 3 years since the last survey. Failure to conduct survey within 3 years may result in discontinuation of funds from the Ministry.

### **Survey and the role of the District Project Society**

4.6 The District Project Society would plan and monitor the survey agency's work and performance in the following manner:

- (a) Endorse selection of survey agency
- (b) Select target area for project intervention
- (c) Ensure submission of operational work plan by survey agency
- (d) Oversee training of enumerators
- (e) Ensure presentation of report after digitizing the same (along with soft copy format).

### **Findings of the Survey**

4.7 The information shall be shared with the GOI and the State Government both in hard copy and soft copy formats, and all the records will be kept in safe custody of the Project Society. This practice would be operational till the automated CLMTRS is developed.

### **Child Labour Monitoring, Tracking and Reporting System (CLMTRS)**

4.7.1 Child Labour Monitoring, Tracking and Reporting System (CLMTRS) is to be developed by the Ministry. The information would be entered in the Child Labour Monitoring, Tracking and Reporting System (CLMTRS) by the Project Society once it is functional. The tracking of beneficiary will be for one year after mainstreaming in the case of Child Labour and withdrawal of adolescent worker from hazardous occupations or processes.

### **Setting up of District Project Society (DPS) and NCLP Special Training Centres (STCs):**

4.8 If new District Project Society is proposed, the request for release of Rs 4 lakhs to the District Project Society for survey with the State Government recommendation may be made to the Ministry. The steps to be taken for setting up of new District Project Society is at Annexure-1.

4.9 In the case of existing District Project Society, the Project Society would recommend (based on survey report) the location(s) to set up Special Training Center(s) for child labour directly to the Ministry under intimation to the State Government, after fulfilling certain other conditionality mentioned in the subsequent paragraphs. Efforts should be made by the District Project Society to link to the Government's Skills Development Initiative activities for the age group of 14-18 years as well as to appropriate private sector initiatives.

### **Enforcement of Labour and Other Laws applicable to Children at Work**

4.10 Strict Implementation of Labour and other Laws applicable to child workers needs to be an integral part of any strategy to eliminate Child labour; otherwise the social evil will persist. Therefore once the child /adolescent<sup>2</sup> workers in need of assistance are identified after the survey or because of report by any other agency, the District Authorities are advised to take action to register cases against such employers, wherever they are identified, and send this information periodically (six monthly) to the State Government and the GOI. The Police Inspectors should be encouraged to exercise the powers vested in them under section 16 of the Child Labour (Prohibition & Regulation) Act, 1986 and file a complaint of the commission of an offence in any court of competent jurisdiction. Special Task Forces against child labour must be set up in all districts to carry out raids and inspections to instill an element of deterrence among the offenders. The performance of district to take enforcement measures in a targeted manner and their performance on this front must be monitored by the State Level Monitoring Committee (SLMC) on a regular basis.

4.11 Moreover as a matter of protocol for rescued child workers "in need of care and protection", action may be taken as per Juvenile Justice (Care and Protection of Children) Act and rules thereunder.

### **Opening of Special Training Centers:**

4.12 Section 4 of the RTE Act 2009 provides that where a child above 6 years of age has not been admitted to any school and though admitted, could not complete elementary education, then he /she:

- 1) Shall be admitted to an age appropriate class;
- 2) When a child is directly admitted, in order to ensure that he/she is at par with others, he/she shall have a right to be provided special training

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<sup>2</sup>This provision of action against adolescent labour will be applicable only after the Child Labour (Prohibition and Regulation) Amendment Bill is passed by Parliament and notified.

4.13 Therefore after identification and withdrawal from work, the child worker must be enrolled in a regular neighbourhood school.

4.14 Rescued child workers in the age group of 5-8 years should be directly linked to school. Identified children in the age group of 9-14 years will be rehabilitated through the NCLP Special Training Centres(STCs) run under the district project society and finally mainstreamed into the formal education system. NCLP Special Training Centres(STCs) would be operational if it is certified by District Education Officer that no special training centre(s) under SSA is in operation in the specified area.

**Operational Guidelines for NCLPS Special Training Centers:**

4.15 The NCLPS Special Training Centers should be located in the area of maximum concentration of child labour as revealed by the survey. Preference should be given to those areas which are poorly serviced by formal schools. The Special Training Centers should have appropriate well-ventilated accommodation. The possibility of utilizing unused school buildings, community halls etc., should be explored, failing which suitable rented accommodation would be identified. A maximum of Rs. 2000 per month is allowed to be spent on rent, water and electricity charges per special training centre.

4.16 The Special Training Centres should have a display board with all the basic information pertaining to the Centre, including a timetable, weekly work plan, number of children enrolled, weekly menu for the mid-day meals, list of volunteer staff etc. It should also have a board outside mentioning that it is a Special Training Center under the NCLP Scheme and give the address and date since which it has been functioning.

**NCLPS Special Training Centre**

4.17 There should be a minimum of 15 & a maximum of 50 children in each Special Training Center under the NCLPS. Each Special Training Center would employ:

- i. One teaching volunteer (for children strength up to 20) and a maximum of 2 such volunteers.
- ii. Each Centre can also engage a volunteer for maintaining accounts and general correspondence.

- iii. A part time volunteer helper can also be engaged to help prepare and serve the mid-day meal and render other miscellaneous services such as cleaning of the premises.

## **Schedule**

4.18 The schedule of the Special Training Center(s) should be designed by the District Project Society keeping in mind the local circumstances and the convenience of the target group. The Project Society/ Implementation Agency are permitted flexibility in terms of timing and duration of special training centre(s). The duration of the Special Training Centre could be around five hours. As far as possible the special training centres should be open 6 days a week and long holidays should be avoided. The guiding principle should be that the child is provided quality and adequate service to enable mainstreaming as quickly as possible.

4.19 The process of training should be flexible enough to allow multiple entry and exit points, and should not be rigidly scheduled. In this regard, to impart bridge education to the target group for mainstreaming to the formal education system, a modular approach is recommended. The pre-defined module must be of at least 3 months and maximum preferably of six months.

4.20 Duration of the training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period **not exceeding two years**. The purpose is to provide a bridge mechanism for preparing the identified children for admission into formal schools with children being mainstreamed into formal schools in the Project area at the earliest possible, and not later than a period of 24 months. The teaching volunteers should maintain a record of the progress of children. The progress record should clearly mention at which level a particular child is. The curriculum and pedagogy etc. shall be developed in consultation with DGT and SCERT.

## **Learning Material and Training**

4.21 Learning in these Special Training Centers should focus on building both academic and social skills of the children. Learning material suitable for multi-grade teaching would be identified/adapted/developed for use in the Special Training Centers. A decision would be taken at the State level, in consultation with the Education Department on the appropriate learning material to be used by the Special Training Centers and on the appropriate modules to be used/adapted for volunteer teacher training, in each district. Craft/ pre-vocational training should be given emphasis in the Special Training Centers(STCs).

4.22 The volunteer teachers accordingly need to be skilled appropriately. Specialized training to volunteer teachers of the NCLP centres may be in line with Sarv Shiksha Abhiyan (SSA) which places great emphasis on building the capacity of teachers for teaching through regular training programmes. In case the DIET's are to use existing modules, an additional sensitization module on child labour would be adapted /developed for use by the DIETs in their teacher training programmes. The training needs of the volunteer teachers will be assessed by the local DIET at the district level for development of appropriate training modules. The training design would emphasis local specificities in the teaching learning situation. All such volunteer teachers for Special Training Centers would be trained in the DIETs. Training would be imparted for 10 days initially with one and half day refresher training every year thereafter. A sum of up to Rs. 1500 per such volunteer teacher can be spent on the initial training while Rs. 150 per head can be spent on the refresher training once a year.

4.23 The Special Training Centers would provide textbooks, notebooks, stationery, uniform, schoolbag, games and craft materials to the children enrolled. Convergence with SSA / State schemes for provision of uniforms and text books should be sought for this item of expenditure. It may be ensured that a complete set of textbooks is provided to each child in the Centre. If however there are no funds available under SSA / State Sector Scheme for this purpose, then an expenditure of up to Rs. 15,000/- per Special Training Center under NCLPS per annum is permissible under this head for textbooks, notebooks, stationery, schoolbag, games and craft material.

#### **Mid-day meal and Health services**

4.24 Children would also be provided a nutritious cooked mid-day meal as part of the Government's Mid-Day Meal(MDM) scheme. **The entire expenditure on this will be charged to the State/ District mid-day meal scheme and not NCLP.**

Primary health care including health check-ups and maintenance of health cards would be provided through the **School Health Programme of the Government**. The strategy for providing health and sanitation education would be enabled at the State level. The procedure for procurement and distribution of **health kits** would also be finalized at the State level and it should be planned judiciously after taking into account the supplies under the **School Health Programme under NRHM**. A maximum of Rs. 1500 per annum per special training centre can be spent on procuring medicines for the children. The drug list for the children of NCLP STCs may be prepared by the Chairperson of the project society in consultation with concerned CMO.



**Payment of Stipend to Children withdrawn from Work and admitted in Special Training Centers through DBT:**

4.25 Children in the Special Training Centers would be paid a stipend of Rs.150/- per month. The stipend would be paid on the basis of child having a minimum of 75% attendance in a month. The stipend would be paid directly by the Central Government as a direct benefit transfer into the account of the beneficiary. The stipend can be availed at the end of a pre-defined module of at least 3 months duration and maximum preferably of six months.

4.26 The District Project Society at the district level is the authority responsible for release of payment of stipend to the students/ beneficiaries of NCLP Special Training Centers (STCs). Accordingly, at the district level, the Project Director/ or his nominee serve as ‘contributor’ and the chairperson namely District Magistrate / District Collector/ or his nominee serve as ‘verifier’ for uploading the digitized data of beneficiary through Public Financial Management System(PFMS) portal for payment of stipend to beneficiary through Direct Benefit Transfer(DBT) by the Ministry. Any single person cannot assume the role of both contributor and verifier. The digitized data of beneficiary consists of name of beneficiary, General/SC/ST status, bank account of beneficiary, name and IFSC code of bank, period and amount of stipend to be transferred etc. The instructions issued time to time in this regard is uploaded on the website of the Ministry.

**Conditions for Engaging Teaching and Other Volunteers for the Project Special Training Centres**

4.27 The Child Labour Project at a particular location has limited time frame. The various volunteers for teaching and other activities, as well as other staff associated with the Project should be engaged by the Project Society or the Implementing Agencies such as NGO/ Civil Society Organisation(s) etc running the Special Training centers with the clear understanding that they would be paid only a consolidated honorarium for their services which are voluntary in nature. Their services cannot and would not be made permanent. No regular scale of pay is prescribed. An important criteria for their selection would be their commitment to the cause of the community service. The temporary and contractual nature of their assignment must be categorically mentioned while engaging these personnel so that they do not make a claim for their regularization in future. The district project society / State Government can prescribe qualification for the volunteers being hired at all levels for the Project to ensure effective implementation of the Project. The teaching volunteers and special training centre

helpers should preferably be from the same village/locality where the Special Training Center is proposed to be set up.

### **Counseling of Children:**

4.28 District Project Society under NCLP Scheme should converge with ICPS scheme for services of counselor for counseling of children under NCLP.

### **Pre-vocational and Vocational Training**

4.29 Vocational training is an important component of the NCLP Scheme. The District Project Society can identify a vocational trainer for a group of 3 Special Training Centres, who will conduct skill / vocational training modules in the Special Training Centres according to a pre-determined schedule approved by the District Project Society. They can be paid an honorarium of Rs. 8000 per month.

4.30 Adolescents in the age group of 14 to 18 years working in hazardous work identified through survey may already have some work experience but may need skill based training for their employability in non-hazardous work. For this the District Project Society must make an endeavour to link them to the appropriate Centre / State Skill Training Programme.

4.31 Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship, GOI has several schemes. Provision has been made in the Skill Development Initiatives Scheme (SDIS) Manual that priority would be given to the children of NCLP Special Training Centres (STCs) for admission to vocational training institute after they pass out from these centres and attain the age of 14 years. The State Governments are also expected to plan for convergence of the various financial aid schemes for children enrolled for vocational training. The State Technical Educational and Vocational Training Department(s) may also have a number of schemes under the Skill Development Initiative (SDI), which must be leveraged by the District Project Society.

### **Post-Special training support services and Records**

4.32 The main purpose of the NCLPS is to mainstream the children rescued from work either into regular schools or else in the vocational stream and subsequently, on reaching legal age for employment, in acceptable and productive work, suited for their aptitude and skills. Priority to these children in admission to residential schools such as those under the Kasturba Gandhi

Balika Vidyalaya scheme, ashram pathshalas, hostels etc would help in retention of these children in the mainstream schools. The district administration / State Government is required to oversee this crucial support to children rescued from work and admitted to NCLPS Special Training Centres.

4.33 The District Project Society through its volunteers should maintain record of mainstreaming data and update it for next one year since mainstreaming. The updation of tracking data must be after 3 months, 6 months and after one year since mainstreaming. A record should be maintained in a register till the CLMTRS is ready.

### **Delivering Income/Employment/Social Security/ Developmental Programme Benefits To The Target Children/Adolescents and Their Families Through Convergence**

4.34 Child labour is an outcome of various social and economic problems. Therefore, a multi-pronged response is required to tackle the problem. It is in this context that focused and concerted efforts are required to achieve convergence of the ongoing developmental schemes of the Central Government and State Government both at the State and at the district level. Government of India initiatives to bestow certain rights and Schemes for Employment Generation and Social security are all part of the efforts which can contribute to elimination of child labour. These include RTE Act, MGNREGA, IAY, RSBY, Aam Aadmi Bima Yojana(AABY), Food Security Act etc. Efforts must be made to extend the benefits of all individual/family based schemes such as health cover under RSBY, Death and Injury cover under AABY, ration cards for subsidized food grains, financial support for housing under IAY/ State Housing Subsidy schemes, Old Age/Widow Pension to family members of the child worker etc, if otherwise eligible.

4.35 To compensate the families' actual or anticipated loss in releasing the children to participate in formal educational system, efforts need to be made to organize mothers of child workers into "Self-Help Groups(SHG)" or to adapt such groups where they already exist. This component will be implemented at district level under the overall co-ordination of the District Magistrate/ Collector who will ensure convergence with the departments like the Rural and Urban Development, Women and Child Development and other state agencies involved in formation of SHGs and women's empowerment. State Government would provide the necessary administrative support for convergence of schemes.

### **Appointment of PIO and Appellate Authorities under the RTI Act**

4.36 Since NCLPS is a 100 % centrally funded scheme, all the implementing agencies are covered under the RTI Act. Thus all Project Societies at District level must notify Public Information Officers as well as Appellate Authorities under the RTI Act. This must be prominently displayed at all NCLPS special training centres and information provided to those seeking information as per RTI Act.

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## Chapter V: Management and Information System

5.1 Under the NCLP Scheme, maintenance of accounts and generation of reports is presently done manually. It is difficult to generate analytical reports using such a manual system. Hence, there is an urgent need for a sound system of accounting and reporting as well as computer based MIS for NCLP Scheme, which is robust and reliable. The Ministry of Labour & Employment will take steps to develop such a web enabled MIS that would ensure:

- (i) Smooth and timely flow of information;
- (ii) Timely and automatic report generation;
- (iii) Transparency and wider dissemination of information on implementation and results of NCLP Scheme;

5.2 In the interim, however, the district project society will have to report on the basis of currently prescribed formats for accounting and reporting, which are annexed to these guidelines.

### **Regular Monitoring of Programme Implementation and its impact:**

5.3 The NCLP Scheme needs to be monitored to assess the programme parameters such as timely survey of working children, attendance of children in the Special Training Centers, convergence of services such as Mid-day Meal, School Health Programme, RSBY, Subsidized Housing Scheme etc. In addition, Impact parameters namely the reduction in the number of child workers / adolescent workers (in hazardous occupations / processes) in the district and mainstreaming of child workers in the formal education, vocational training etc would also need to be monitored.

5.4 Monitoring of the scheme implementation will take place at various levels. The primary responsibility for physical monitoring rests with the Project Director of the District Project Society and its staff. The District Magistrate/ District Collector as chairperson is also expected to randomly carry out the inspections either personally or through his subordinates.

5.5 There is a need to provide a greater role for the Members of Parliament and elected representatives of people in State Legislatures and Panchayati Raj Institutions (PRIs) in the Vigilance and Monitoring structures of the scheme. The **Vigilance & Monitoring Committees (VMCs)** constituted at the District Level are expected to function as an important instrument for

effective monitoring of implementation of the National Child Labour Project. A District Vigilance and Monitoring Committee under the Chairmanship of the local Member of Parliament on the lines of the one under the Mid-day meal Scheme will be set up. In case there is more than one parliamentarian from the district, the senior most Member of Parliament present in the meeting will chair the Committee on the day it meets.

**Table 4: Suggested Composition of the District Level Vigilance & Monitoring Committee for NCLP**

|     |                                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------------|
| 1.  | All Members of Parliament and Members of the State Legislature elected from the district.                         |
| 2.  | District Magistrate/Collector (Chairperson District NCLP Project Society)<br><b>(Member Secretary)</b>            |
| 3.  | Up to 2 Members of the Legislative Assembly from the District                                                     |
| 4.  | Chairman Zilla Parishad                                                                                           |
| 5.  | District Elementary Education Officer (SSA)                                                                       |
| 6.  | District Officer in charge of Child Development                                                                   |
| 7.  | One Member from District Child Welfare Committee                                                                  |
| 8.  | Up to 4 Representatives from district Panchayati Raj Institutions                                                 |
| 9.  | Up to 2 Representatives from NGO/Civil Society Organisations active in the District in the field of child welfare |
| 10. | District Labour Officer                                                                                           |
| 11. | District Health Officer                                                                                           |
| 13. | Chief Labour Commissioner(Central) Office representative-1                                                        |

**Roles & responsibility of the District Level Vigilance & Monitoring Committee (VMC):**

5.6 The functioning would be *advisory in nature*. The Committee shall also exercise preventive vigilance to ensure that irregularities, diversion and misappropriation of funds are avoided and identification of beneficiaries is strictly in accordance with Guidelines.

5.7 The Committee will be apprised of the progress of NCLP implementation in the district, both in terms of key targets and achievements thereof, and also on outcome indicators, inter alia enrolment, dropout, learning achievement levels of students, mainstreaming, tracking etc. Suggestion of the members may be taken into consideration, within the parameters of the scheme guidelines and framework of implementation. The Committee may also examine the synergy and

convergence with other related Government Departments in improving the services for benefit of children. The Committee may examine the NCLP scheme for making it RTE compliant since the special training centres are meant to serve the purpose of only for meeting the special training needs of rescued child labourer and not a substitute for regular schools.

5.8 The Minutes of the Committee will be forwarded to the State Government as well as to the Ministry of Labour & Employment and also put on an appropriate website so that it is in the public domain.

### **State Level Monitoring**

5.9 The State Level Monitoring Committee (SLMC) headed by the Chief Secretary of the State is meant for effective and efficient implementation of NCLP Scheme and convergence of various development initiatives. The State Department of labour or any other department may be designated to monitor and review the functioning of child labour project(s) in the state and give secretariat help to SLMC.

5.10 The state government would conduct periodic review meetings with the District Project Directors on important functional areas including financial management at least once in six months. In additions, the State Governments are expected to oversee the enforcement of protective legal provisions and act as a focal point for child labour issues in the state and be instrumental in the coordination of the development programmes for the benefit of the child labour.

### **Central Level Monitoring**

5.11 The GOI would also carry out monitoring largely through analysis of periodic reports. It would also work towards the launch of the NCLPS web portal to facilitate monitoring and programme management. The Central Monitoring Committee (CMC) chaired by the Union Labour Secretary shall review the implementation of all the components of the project in the various project States annually. The CMC will be supported by a National Project Monitoring Cell (NPMC).

## **Inspections**

5.12 The project must be inspected at intervals. This can be done at the level of the State Government and also by the district administration. The inspecting officer should be conversant with the implementation of the social sector programmes. The inspection report should be submitted to the Chairperson of the respective district project society who would then submit the report to the State Government and the Ministry of Labour & Employment, after giving his observations on the report. The officials of the Ministry of Labour & Employment will also make visit and inspect the implementation of the project time to time.

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## **Chapter VI: Social Mobilisation and Awareness Raising Activities**

6.1 A shift of attitudes is needed among those directly concerned with the problem - children, parents, enforcement machinery, employers, and society as a whole. Once society recognises that child labour is a problem, the stage would have been set to eradicate its manifestations. This component would address this key issue of raising awareness on child labour.

6.2 The Central Government would be responsible for developing the Social Mobilization and Communication Strategy at national level.

6.3 Funds under 'Awareness Generation' head is placed at the disposal of the district project society. The communication materials are to be developed for the Project. At the district level, Project Director and the team would be responsible for operationalizing the social mobilization component of the project. A draft implementation plan should be prepared by the District Project office for the district and approved by the District Project Society. Specific attention should be given to planning of events, allocating responsibilities for each activity and putting in place a monitoring plan. While preparing the plan, the effort should be to focus activities on the villages and wards in which the incidence of child labour is high.

6.4 Chairperson of the District Project Society may entrust responsibility for implementation of mass media campaign to District Information and Public Relations Officer (DI&PRO).

### **Group motivation and public awareness: Outreach programmes**

6.5 DM / NGOs running Special Training centres /VT programmes should be involved in conducting outreach programmes. This involves planning and organizing meetings with special groups such as trade union leaders, police, lawyers, panchayat members, corporators and people wielding influence in the community. The purpose of the meetings is to generate awareness on the issue, build community ownership and participation amongst influential people in the district. Follow up activities decided at the meeting should be organized as planned.

#### **ILLUSTRATIVE LIST OF SOCIAL MOBILISATION TOOLS AT DISTRICT LEVEL**

##### **Outdoor medium**

- sign board
- posters
- banners
- stickers
- badges
- hoardings
- wall paintings

##### **Outreach programmes**

- Small Rallies in each village/ward
- Infotainment shows

##### **Interpersonal communication**

- The interactive flip book
- The interactive sorting card game
- Frequently Asked Questions (FAQ) handbook
- Person to person dialogue in communities

## **CHAPTER VII: FUNDING, BUDGETING AND FINANCIAL MATTERS**

### **FUNDING:**

7.1 NCLPS is a central sector scheme where 100% of the funding is provided by the Government of India through the Ministry of Labour and Employment. Funds under the existing NCLP scheme are released directly by the Central Government to the registered NCLP District Project Society under the chairmanship of the administrative head of the district namely District Magistrate/District Collector (DM/DC)/Deputy Commissioner of the district. The District Project Society is required to submit the following reports to the Ministry of Labour and Employment:-

- i) Quarterly Progress Reports(QPRs) within 15 days of completion of each quarter, i.e., April-June, July-September, October-December and January-March(Annexure 2);
- ii) Accounts of the project for a financial year should be got audited by the Chartered Accountant immediately after 31<sup>st</sup> March. Thereafter, a complete set of Audited Statement of Accounts, i.e. Income & Expenditure Account, Receipt & Payment Account, Balance Sheet and Utilisation Certificate for that financial year, duly signed by the Chartered Accountant and countersigned by the Chairperson of the district project society should reach the Ministry not later than 31<sup>st</sup> July of the next financial year ( Appendix-1-4)
- iii) Annual Progress Report(APR) at the end of each financial year(Annexure- 1); and
- iv) Inspection report, as and when it is carried out by the District / State Administration. It is desirable that the State Labour Department conduct at least one inspection of each project every year.

7.2 Under the NCLP scheme, funds are generally released directly to the District Project Societies in two (2) equal installments based on submission of specified periodic documents reflecting progress of project activities. **The first installment for the months of April-September will be released if the followings are received:-**

- i. Quarterly Progress Report(QPR) upto March of the last year
- ii. Intention to implement /continue the project in that financial year in the district.

**The second installment for the months of October-March will be sanctioned after the receipt of the following:-**

- i. Quarterly Progress Reports(QPRs) upto June of the financial year

- ii. Annual Progress Report(APR) of the last financial year
- iii. Annual statement of accounts of the last financial year audited by a professional Chartered Accountant
- iv. Utilisation Certificate(UC) for the grant-in-aid released earlier in the previous financial year

## **BUDGETING:**

7.3 A model of the Project Staffing and the budget for the District Project Society and NCLP Special Training Centres are given at **Annexure-3 and 4**.

## **FINANCIAL MATTERS:**

7.4 Regulating the finances of the project society is central to the smooth running of the Child Labour Projects. Departure from the prescribed procedures results in delay in release of funds and derails the functioning of the project. The District Project Society must ensure the following while incurring expenditure:

- (i) All financial matters relating to release and utilization of funds should conform to the provisions of the General Financial Rules and Terms & Conditions of the Grants-in-aid;
- (ii) Grants-in-aid released to the project societies should be utilized exclusively for the purpose for which it has been sanctioned and should be in accordance with the item-wise Approved annual budget;
- (iii) No departure in the expenditure from the approved budget is permissible, except with prior and specific approval of the Ministry of Labour and Employment;
- (iv) Expenditure in deviation from the approved budget can be a cause for disciplinary action and may result in recovery of the amount with interest;
- (v) Interest earned on the grants given to the project society will also be treated as a grant from the Ministry of Labour and Employment. This amount should be utilized only for the approved items of expenditure.
- (vi) Some project societies funded by the Ministry of Labour and Employment could also receiving funds/grants from other organizations for enriching the quality and content of the Child Labour Rehabilitation Programme. While this is encouraged, such

assistance should not be clubbed with the funds received from the Ministry of Labour and Employment and should be accounted for separately. The project societies are accountable to Ministry of Labour and Employment in respect of funds released by the Ministry;

- (vii) As per the terms and conditions of Grants-in Aid, the account of the organization concerned shall be open to test checks by Comptroller and Auditor General of India or by the representatives of the Ministry's Internal Audit Wing. Accordingly, the officials of the Ministry's Internal Audit Wing will be visiting the project societies from time to time. The accounts of the project society should be provided to the team of Internal Audit Wing for check during their visit to the society;
- (viii) The Grantee Institutions/Project Societies should maintain a Register of Assets in respect of all the assets purchased out of Government's grants;

### **Financial Statements**

7.5 The project society is required to furnish the following financial documents on a regular basis.

(A) **Agreement Bond:** The Project Society should send 'Agreement Bond' in respect of grant released to the Project Society. Format for the Agreement Bond is given in the Appendix-5.

(B) **Audited Accounts:** The Project Societies should have their accounts audited immediately after the closure of the financial year. The audited Statement of Accounts furnished by the Project Societies should be signed by the Chartered Accountant and countersigned by the Chairperson of the Project Society. The number and period of Special Training Centre(s) run during the year, number (alongwith period) of staff engaged by the Project Society and number(alongwith period) of beneficiary children for payment of stipend through DBT etc may be mentioned in the audit report. Certain issues pertaining to the audited accounts need further clarification. These are given below:

- (1) **Receipt and Payment Statement:** The receipt side of the receipt and payment statement reflects the grants received as well as the interest earned thereon. Receipts from donations and sources others than Ministry of Labour & Employment should be shown separately. It should not be clubbed with the funds released by the Ministry of

Labour and Employment. Payment side of the Receipt and Payment statement will indicate the actual payments made under each item of the project (Appendix - 2).

(2) **Balance Sheet:** Balance sheet forms a part of the Audited Accounts. **If any expenditure could not be met because of paucity of funds in a particular year, the same should be reflected in the liability side of the balance sheet mentioning year** (Appendix -3).

(3) **Income and Expenditure Account:**

The admissibility of expenditure incurred by the Project Society is assessed on the basis of the Income and Expenditure Account. Therefore, the income and expenditure account should indicate expenditure (both paid and payable) on different items approved for the Project Society (Appendix -4).

(a) The grants received from the Ministry of Labour and Employment as well as the interest earned on these grants should be reflected on the income side of the Income and Expenditure Account. Funds will be generally released to the project society for meeting the expenditure for the following purposes:-

- (i) Administrative expenditure of the Project Society
- ii) Expenditure on Special Training Centre(s).
- (iii) Survey
- (iv) Awareness Campaign
- (v) Teachers' Training
- (vi) Stipend for previous years (before DBT)

The grants released from the Ministry for the above purposes are to be deposited in the Savings Bank Account of the Project Society opened specifically for the purpose. The interest earned on the unutilized amount will form a part of the grants- in-aid from the Ministry. The funds released by the Ministry and the interest earned will form the income of the Project Society.

(b) On the expenditure side, expenditure is similarly connected with the following:

- i. Administrative Expenditure of the Project Society
- ii. Expenditure on Special Training Centres(STCs)
- iii. Survey
- iv. Awareness Generation
- v. Teachers' Training
- vi. Stipend for previous years (before DBT)

7.6 While the amount released for survey, awareness generation and teachers training have no further sub-heads of approved expenditure, the amount released for project expenditure has further distinct approved sub-heads or items of expenditure. Under the project society, the expenditure is for 'staff honorarium', 'office & support expenses', 'survey', 'awareness generation', 'volunteer teachers training' and 'non-recurring/one time expenditure like computers & furniture. NO VEHICLES will be purchased out of Project Funds.

7.7 In case of the Special Training Centres(STCs), the different sub-heads of expenditure are "honorarium to volunteer teachers, clerk-cum-Record keeper and helpers", 'Teaching learning material', 'rent, water & electricity', 'health kit', stipend and 'contingency for misc. expenses'.

7.8 The expenditure side of the income and expenditure account must show expenditure of the project for the particular year with regard to the above approved items of expenditure. The Formats for Income and Expenditure Account can be seen at Appendix-2.

7.9 In many cases, it has been noticed that expenditure, both recurring and non-recurring, has not been shown on the expenditure side of the Income & Expenditure Account, while it has been shown on the payment side of the Receipt and Payment Statement. It is clarified that all expenditure items are to be shown on the expenditure side of Income and Expenditure Account also.

7.10 TA/DA of the officials of the Project Society for the project work could be met out of the office expenses subject to condition that the overall expenditure is limited to the approved budget for the particular head.

7.11 Journey of the Project functionaries by air is not permitted unless there is a prior approval of the Ministry of Labour & Employment.

7.12 Amount of unutilized balance lying with the Project Society must be reflected in their quarterly reports (as per the revised format).

**Points to follow for filing of Income & Expenditure Statements:**

7.13 The following points need to follow for filing of income and expenditure statements:-

- i. The Project Society is expected to clearly reflect approved head of item wise expenditure under ‘Project Society’ and ‘Special Training Centres’ separately. Expenditure under Project Society includes staff honorarium, honorarium to vocational trainers, survey, awareness generation, teachers training etc. Expenditure under the ‘Special Training Centers(STCs)’ includes honorarium to volunteers (teacher/ clerk-cum-record keeper/ helper), rent water electricity, teaching learning material, contingencies, health Kit and stipend payment etc.
- ii. For calculating the admissible grant for a particular year, the item-wise actual expenditure will be compared against the approved budget. The guiding principle is that the admissible expenditure is limited to the approved budget for that item of expenditure or the actual expenditure, whichever is less. The transfer of fund from one item of expenditure to another item is not permissible. The expenditure for these components should not exceed the approved item-wise budget.

**However, saving under any item(s) during a year which has been taken into consideration while releasing the fund for the next year by the Ministry of Labour and Employment, would be spent as per the approved head-wise budget of the next year.**

- iii. If the actual expenditure is more than the approved budget in a particular year because it includes some committed expenditure for the previous year, which could not be met because of paucity of funds in previous year, this should be shown in liability side of the balance sheet of the previous year and if not shown, can be shown in the Income & Expenditure Statement of the subsequent year separately indicating it as an outstanding expenditure of the previous year. If it is clearly established that this amount is committed expenditure which could not be paid during the previous year, the actual expenditure even though is more than approved budget, will be treated as admissible expenditure.
- iv. In case the expenditure is less than the approved budget, the admissible expenditure will be limited to the actual expenditure.

- v. In the event of (iii) above, the project society should clarify the position as to why the actual expenditure is more than the approved budget in respect of a particular item. Responsibility will be fixed incurring expenditure in violation of the approved budget.

### **Utilization Certificate:**

7.14 As per the terms and conditions of the grants-in-aid, the grantee institutions/ project societies are expected to submit Utilization Certificates in the prescribed format along with Audited accounts (Appendix-4). The guiding principles for filing Utilization Certificate are given as under:

- (a) Utilization Certificate which is required to be furnished by the Project Society should be in the prescribed format. Format of Utilization Certificate is given at Appendix -4.
- (b) Utilization Certificate should refer to the funds actually received by the project society in a particular financial year out of which expenditure is incurred. For instance, the sanction letter for the release of funds might have been issued in the year 2012-13, but the actual realisation of the amount and utilization could be in the year 2013-14. In such cases, the utilization certificates of a particular year i.e. 2013-14 can refer to the sanction letter of a previous year 2012 -13.
- (c) Utilization Certificate furnished by the Project Society should be signed by the Chartered Accountant of the Project Society and countersigned by the Chairperson of the Project Society. Chairperson cannot delegate this responsibility to any other officer.
- (d) In the left side box of the Utilization Certificate, sanction letter number & date and the amount sanctioned including the interest earned should invariably be indicated and not merely the Demand Draft No. & date and amount.
  - i. The kind of checks exercised should be indicated. The kind of checks could, be checking of vouchers, receipt, cash book, ledger, bank account, bank pass book, Register of assets, linking with previous year's balance sheet and other subsidiary records, etc.
  - ii. Many a times, "grants utilized for the purpose" are not indicated in the proforma and only 'NIL' or 'X' or '-' signs' are indicated. All blank spaces are to be filled up.

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## APPENDIX -1

### RECEIPTS AND PAYMENTS STATEMENT FOR THE YEAR ENDING .....

| RECEIPTS                                                                                                               | Rs.                                      |                       |       | PAYMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Rs.                                     |                      |       |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------|-------|
|                                                                                                                        | Receipts for previous year (s) / Advance | Receipts for the year | Total |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Outstanding Payment of previous year(s) | Payment for the year | Total |
| <b>A. Grants received from the Ministry of Labour</b><br><br><b>B. Interest Earned</b><br><br><b>C. Other Receipts</b> |                                          |                       |       | <b>A. Project Society</b><br><br>(i) Staff Honorarium<br>(As per details given in Annexure)<br><br>(ii) Office & Support Expenses<br><br>(iii) Volunteer Teacher's Training (Initial/Refresher)<br><br>(iv) Awareness<br><br>(v) Survey<br><br>(vi) other<br><br><b>B. Special Training Centre</b><br><br>(i) Staff Honorarium<br>(As per details given in Annexure)<br><br>(ii) Rent & Water/ Electricity<br><br>(iii) Teaching Learning Material<br><br>(iv) Contingencies for Misc. Expenses<br><br>(v) Health Kit<br><br>(vi) Stipend (for earlier years before DBT) |                                         |                      |       |
| <b>Total</b>                                                                                                           |                                          |                       |       | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                      |       |

Note: Head-wise Outstanding payment of previous year(s) must also mention year(s) within bracket for which it relates to.

**APPENDIX -2**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING.....**

| Expenditure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Rs.               |                                    |       | Income                                                                                                                 | Rs.                            |                     |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|-------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Paid for the year | Payable / outstanding for the year | Total |                                                                                                                        | Previous year's/Advance Income | Income for the year | Total |
| <b>A. Project Society</b><br>(i) Staff Honorarium<br>(As per details given in Annexure)<br>(ii) Office & Support Expenses<br>(iii) Volunteer Teacher's Training(Initial/Refresher)<br>(iv) Awareness<br>(v) Survey<br>(vi) other<br><br><b>B. Special Training Centre</b><br>(i) Staff Honorarium<br>( As per details given in Annexure)<br>(ii) Rent & Water/ Electricity<br>(iii) Teaching Learning Material<br>(iv) Contingencies for Misc. Expenses<br>(v) Health Kit<br>(vi) Stipend(for earlier years before DBT) |                   |                                    |       | <b>A. Grants received from the Ministry of Labour</b><br><br><b>B. Interest Earned</b><br><br><b>C. Other Receipts</b> |                                |                     |       |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                    |       | <b>Total</b>                                                                                                           |                                |                     |       |

**APENDIX –3**

**BALANCE SHEET AS ON \_\_\_\_\_ IN RESPECT OF NCLP \_\_\_\_\_**

| LIABILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Rs. | ASSETS               | Rs. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------|-----|
| <p><b>A. Liabilities</b></p> <p><b>B. Current Liabilities / Outstanding</b></p> <p><b>I. Project Society</b></p> <p>(i) Staff Honorarium<br/>(As per details given in Annexure)</p> <p>(ii) Office &amp; Support Expenses(Recurring /Non-recurring)</p> <p>(iii) Volunteer Teacher’s Training(Initial/Refresher)</p> <p>(iv) Awareness</p> <p>(v) Survey</p> <p>(vi) other</p> <p><b>II. Special Training Centre</b></p> <p>(i) Staff Honorarium<br/>( As per details given in Annexure)</p> <p>(ii) Rent &amp; Water/ Electricity</p> <p>(iii) Teaching Learning Material</p> <p>(iv) Contingencies for Misc. Expenses</p> <p>(v) Health Kit</p> <p>(vi) Stipend(for earlier years before DBT)</p> |     | <p><b>Assets</b></p> |     |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     | <b>Total</b>         |     |

Note: Head-wise liability must also mention year(s) within bracket for which it relates to.

**APPENDIX – 4**

**UTILIZATION CERTIFICATE**

**Form GFR 19-A**

(In respect of grants released for Survey/ Awareness Generation/ Special Training Centres / Teachers Training)

Accounting year \_\_\_\_\_

| Sl.No. | Letter No. & Date                   | Amount (Rs.) | Certified that out of Rs._____ of grants-in-aid sanctioned during the year ____ in favour of _____ under the Ministry's letter No. given in the margin and Rs._____ on account of unspent balance of the previous year, a sum of Rs._____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs._____ remaining unutilized at the end of the year has been surrendered to Government (Vide No._____ dated _____)/ will be adjusted towards the grants-in-aid payable during the next year. |
|--------|-------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Opening Balance as on _____         |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.     | Grants received during the year     |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.     | Interest earned on the grant-in-aid |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.

(Countersigned by Collector & Chairperson)

Signature of CA  
Designation  
Date

## APPENDIX- 5

### AGREEMENT BOND

1. Know all men by these presents that we the .....(name of the of organization).....(nature of the society) and having its office in the State of .....(hereinafter called the ‘obligors which term shall unless excluded by or repugnant of the context be deemed to include its successors, permitted assignees and all persons entitled to and capable of disposing off the assets and properties of the obligors are held and firmly bound to the President of India (hereinafter called ‘Government’ which term shall unless excluded by or repugnant to the context be deemed to include his successors and assignees) in the sum of Rs.....(Rupees.....) with interest thereon at the rate six percent per annum from the date of receipt of the amount by the obligors up to the date of refund thereof to the Government of India well and truly to be paid to the Government on demand and without a demur of which payment we firmly bind ourselves by these presents.

Signed this..... Day of .....in the year  
Two Thousand .....

2. Whereas on the obligors request the Government has as per Government of India, Ministry of Labour and Employment, Letter No.....dated..... (hereinafter referred to as the “Letter of Sanction”) which forms an integral part of these presents and a copy whereof is annexed thereto and marked with the letter ‘A’ agreed to make in favour of the obligors for the purpose of grant of Rs.....(Rupees..... on condition of the obligors executing bond in the term and manner contained hereinafter which the obligors have agreed to do.

3. The organization agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits upon unauthorized use (such as letting out the premises for less than adequate consideration or use of the premises for any purpose other than that for which the grant is intended for the property/building created required/constructed largely from out of Government grant). The decision of the Secretary to the Government of India in the Ministry concerned as regards the monetary

value aforementioned to be surrendered/paid to the Government will be final and be binding on the organization.

4. Now the condition of the above-written obligation is such that if the obligors duly fulfil and comply with all the terms and conditions mentioned in the letter of sanction the above, written bond obligation shall be void and no effect, but otherwise shall remain in full force effect and virtue.

**And those present further witness as under :-**

- (i) The decision of the Secretary to the Government of India to the Ministry of Labour and Employment on the question whether there has been breach or violation of any of the terms conditions mentioned in the letter of sanction shall be final and binding on the obligors.
- (ii) The obligors shall, in the event of breach of violation of any of the terms and conditions mentioned in the letter of sanction, refund to the Government on demand and without demur the entire amount of Rs..... (Rupees.....) or such part thereof as may be mentioned in the notice of demand issued by the Government alongwith interest thereon at the rate of 6% (six per cent) per annum from the date of receipt of the amount by the obligors upto the date refund thereof to the Government.
- (iii) The Government have agreed to bear the stamp duty, if any, chargeable on these presents.

In witness whereof these presents have been executed on behalf of the obligors the day and year hereinabove written and accepted for on behalf of the President of India by Sh./Smt. .... Under Secretary/Deuty Secretary, Government of India, Ministry of Labour and Employment on the date and year appearing against his signature.

Signed for and on behalf  
of obligors in the presence

**1. Witness**

.....  
(Name and Address)            (Signature and name in capital letters)

Designation and Official Seal  
Of Organization/Institution.

**2. Witness**

(Name and Address)            Accepted for and on behalf of the  
President of India

Under /Deputy Secretary to the  
Government of India,  
Ministry of Labour and Employment,  
New Delhi.

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**Steps to be taken for setting up of New National Child Labour Project(NCLP) in district**

1. Preliminary survey to be conducted by the District Administration with the help of Labour and Education Department, regarding the number of children/ adolescents engaged in hazardous and non-hazardous occupation and processes in the District.
2. If the District Administration observes high incidence of child labour, composition of the District Project Society be finalized by the District Collector/Magistrate.
3. Bye-laws of the Project Society to be framed and finalized by the District Collector/Magistrate.
4. Registration of the District Project Society under the Societies Registration Act, 1860.
5. Forwarding of the request for fund for conducting baseline survey by the District Collector/ Magistrate to the State Government (Labour Secretary).
6. Recommendation by the State Government on the request for baseline survey fund to the Government of India (Ministry of Labour and Employment).
7. Consideration of the request for baseline survey fund by the Government of India (Ministry of Labour and Employment).
8. Issue of the Sanction by the Government of India to the District Project Society for baseline survey under intimation to the State Government.
9. Conduct of baseline survey by the District Project Society
10. Full details of the target group such as name of the child/adolescent, father's name, age, address and occupation/ process from where the child/adolescent would be withdrawn, to be compiled. Survey Report Preparation.
11. Decision of the District Project Society on the outcome/ findings of survey. If the District Project Society decides for implementation of National Child Labour Project(NCLP), the number and locations of the proposed Special Training Centres(STCs) under the NCLP be finalized. Justification for the setting up of NCLP to be brought out clearly.
12. Forwarding of the decision of the District Project Society alongwith Survey report by the District Collector/ Magistrate / Chairperson of the District Project Society to the State Government (Labour Secretary) and the Ministry of Labour and Employment.



13. If the implementation of National Child labour Project (NCLP) is considered, recommendation of the proposal by the State Government to the Government of India (Ministry of Labour and Employment).
14. Consideration of the Project Proposal by the Government of India (Ministry of Labour and Employment).
15. Issue of the Sanction by the Government of India.
16. Recruitment of the Project Director and other staff of the Project Society by the Chairperson of the Project Society.
17. Finalization of the names of the NGOs by District Project Society for running the Special Training Centres(STCs).
18. Allotment of Special Training Centres(STCs) to the NGOs.
19. Training /Orientation programme for the selected NGOs.
20. Selection of volunteers for Special Training Centres(STCs) by NGOs.
21. Enrolment of children into Special Training Centres(STCs).

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**Annexure-2**

**ACADEMIC YEAR.....**

**ANNUAL PROGRESS REPORT FOR THE ACADEMIC YEAR ENDING.....**

|     |                                                                                                                                                                         |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| I   | <b>PROJECT SOCIETY (NAME)</b>                                                                                                                                           |  |
| (a) | Name of the Collector                                                                                                                                                   |  |
| (b) | Name of the Project Director                                                                                                                                            |  |
| (c) | Contact Numbers alongwith Email ID<br>District Collector<br>Project Director                                                                                            |  |
| (d) | STAFF STRENGTH<br><br>(a) Programme Managers<br>(b) Clerk-cum-Accountant<br>(c) Steno-cum- Data Entry Operator<br>(d) Multi-purpose Helper<br>(e) Driver( for old NCLP) |  |
| (e) | Dates on which the Governing Body Meetings of the Project Society were held                                                                                             |  |
| II  | <b>SPECIAL Training Centres</b>                                                                                                                                         |  |
| (a) | No. of Special Training Centres sanctioned                                                                                                                              |  |
| (b) | No. of Special Training Centres functioning                                                                                                                             |  |
| (c) | No. of Special Training Centres relocated during the Year<br>(along with the place of relocation)                                                                       |  |
| (d) | No. of Special Training Centres run by<br><br>(i) Project Society.....<br>(ii) NGO.....<br>(iii) Others (please specify).....                                           |  |
| (e) | Name of the occupations/industries from which                                                                                                                           |  |

|     |                                                                                                                                                                                                                                        |                                                                                                                                                |           |           |            |              |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------|--------------|
|     | children have been withdrawn                                                                                                                                                                                                           |                                                                                                                                                |           |           |            |              |
| (f) | Duration of the Special Training Centre in a day                                                                                                                                                                                       |                                                                                                                                                |           |           |            |              |
| (g) | <b>Total Sanctioned Strength of children</b>                                                                                                                                                                                           | <b>GEN</b>                                                                                                                                     | <b>SC</b> | <b>ST</b> | <b>OBC</b> | <b>Total</b> |
|     |                                                                                                                                                                                                                                        | M F                                                                                                                                            | M F       | M F       | M F        | M F          |
| (h) | No. of children on roll of the Spl Training Centres in the beginning of the year                                                                                                                                                       |                                                                                                                                                |           |           |            |              |
| (i) | No. of children admitted to these Centres in the year                                                                                                                                                                                  |                                                                                                                                                |           |           |            |              |
| (j) | No. of children who dropped out                                                                                                                                                                                                        |                                                                                                                                                |           |           |            |              |
| (k) | No. of children who passed out                                                                                                                                                                                                         |                                                                                                                                                |           |           |            |              |
| (l) | No. of children who joined the mainstream education                                                                                                                                                                                    |                                                                                                                                                |           |           |            |              |
| (m) | Vocational /Craft Training<br><br>(i) No. of children who underwent training<br>(ii) Trades in which training is being imparted                                                                                                        |                                                                                                                                                |           |           |            |              |
| (n) | (i) No. of teaching volunteers sanctioned under the project<br><br>(ii) No. of teaching volunteers actually engaged                                                                                                                    | (i)Educational Volunteers.....<br><br>(ii)Vocational Trainers .....<br><br>(i)Educational Volunteers.....<br><br>(ii)Vocational Trainers ..... |           |           |            |              |
| III | <b>TRAINING FOR TEACHING VOLUNTEERS</b>                                                                                                                                                                                                |                                                                                                                                                |           |           |            |              |
| (a) | (i) No. of workshops/training programmes conducted for teaching volunteers<br><br>(ii) Name of the Institution which conducted the training and duration of the training programme<br><br>(iii) No. of teaching volunteers benefitted. |                                                                                                                                                |           |           |            |              |

|     |                                                                                                                                                                                                                                       |                                                          |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| (b) | (i) No. of workshops/training programmes conducted for Vocational Trainers<br><br>(ii) Name of the Institution which conducted the training and duration of the training programme<br><br>(iii) No. of Vocational Trainers benefited. |                                                          |
| IV  | <b>HEALTH CARE</b>                                                                                                                                                                                                                    |                                                          |
| (a) | Frequency of health check-ups in the schools in the year                                                                                                                                                                              |                                                          |
| (b) | No. of children covered                                                                                                                                                                                                               |                                                          |
| (c) | Common ailment detected                                                                                                                                                                                                               |                                                          |
| (d) | Whether medicines were dispensed                                                                                                                                                                                                      | Yes/No                                                   |
| V   | <b>NUTRITION under MDM</b>                                                                                                                                                                                                            |                                                          |
| (a) | Number of days for which nutrition has been given                                                                                                                                                                                     |                                                          |
| (b) | Type of Nutrition given                                                                                                                                                                                                               |                                                          |
| VI  | <b>AWARENESS GENERATION:</b><br><br>Please specify the activities that Project Society has undertaken for social mobilization and to generate awareness for elimination/prevention of child labour                                    |                                                          |
| VII | <b>SURVEY CONDUCTED BY THE PROJECT SOCIETY</b>                                                                                                                                                                                        |                                                          |
| (a) | When was the Survey last conducted                                                                                                                                                                                                    |                                                          |
| (b) | Agency(ies) involved in conducting Survey                                                                                                                                                                                             |                                                          |
| (c) | Number of child workers identified by the survey                                                                                                                                                                                      | In Hazardous Work.....<br><br>In Non-Hazardous work..... |

|      | Number of adolescents identified by the survey                                                                                                                                                                   | In Hazardous Work..... | In Non-Hazardous work..... |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------|
| (d)  | Efforts made by the Project society to withdraw these children and adolescents in Hazardous work                                                                                                                 |                        |                            |
| VIII | <b>INSPECTION / VISITS</b>                                                                                                                                                                                       |                        |                            |
| (a)  | Government of India (Pl. specify)                                                                                                                                                                                |                        |                            |
| (b)  | State Government official (Pl. specify)                                                                                                                                                                          |                        |                            |
| (c)  | Others:<br><br>by designated Monitoring Institutions,<br><br>by the Staff of the District Project Society                                                                                                        |                        |                            |
| IX   | <b>OTHERS</b>                                                                                                                                                                                                    |                        |                            |
| (a)  | Whether families of child labour have been covered under-<br><br>(i) Income generating Schemes (Such as IRDP/DUDA/PMRY etc.)<br><br>(ii) Insurance Schemes sponsored by the State Government/Central Government. |                        |                            |
| (b)  | Whether Self-Help Groups have been formed among the parents of child labour                                                                                                                                      |                        |                            |
| (c)  | Frequency of PTA meetings                                                                                                                                                                                        |                        |                            |
| (d)  | Any other information                                                                                                                                                                                            |                        |                            |

(Signature with seal)

PROJECT DIRECTOR

NATIONAL CHILD LABOUR PROJECT,

\_\_\_\_\_, DISTRICT

Tel/ Mob.No. \_\_\_\_\_ Email Id: \_\_\_\_\_

**QUARTERLY PROGRESS REPORT FOR THE QUARTER ENDING:**

**(30 June/30 September/31<sup>st</sup> December/31<sup>st</sup> March,20.....)**

**Name of District.....**

|      |                                                                                                                                                                                                                                                                  |  |  |  |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 1.   | <b>PROJECT SOCIETY :</b>                                                                                                                                                                                                                                         |  |  |  |
| i)   | Date on which the last meeting of the Executive Committee of the project Society was held:                                                                                                                                                                       |  |  |  |
| ii)  | a) Whether School Health Programme is being extended to the Spl Training Centres:<br>b) No. of special training Centres covered under the School Health Programme in the Quarter :<br>c) dates on which the visits were conducted along with the name of Centres |  |  |  |
| iii) | a) Trades in which training is being under the imparted by Vocational Trainers:<br>b) No. of Centres where training was imparted by the Vocational Trainer (month wise):                                                                                         |  |  |  |
| iv)  | Activities carried out by the District Project Society(DPS) for generating awareness and social mobilization against child labour:<br><br>(Please give details)                                                                                                  |  |  |  |
| v)   | Status of tracking of mainstreamed children after mainstreaming / adolescent worker and up-dation of data<br>(3 months/6 months/1 year)                                                                                                                          |  |  |  |
| 2.   | <b>Special Training Centres</b>                                                                                                                                                                                                                                  |  |  |  |
| i)   | a) No. of Special Training Centres sanctioned:<br><br>b) No. of Special Training Centres functional<br><br>c) No. of new Special Training Centres                                                                                                                |  |  |  |



|      |                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| ii)  | <p><b><u>Vocational Training(VT) :-</u></b></p> <p>a) No. of Centres imparting VT :</p> <p>b) No. of Children under going VT:-</p> <p>c) Trade/s in which training is being imparted : (details indicating trade, no. of children against each trade)</p>                                                                                                                                                      |  |  |  |
| iii) | <p><b><u>Health Care:-</u></b></p> <p>a)Number of times health check ups have been conducted in the quarter:</p> <p>b)No. of Children covered through Health Check-ups:-</p> <p>c)No. of Children for whom health cards are being maintained:</p> <p>d)Common ailments detected:</p> <p>e) medicinal facilities made available to the children , if any :</p> <p>f) Visits by Government doctors, if any :</p> |  |  |  |
| iv)  | <p><b><u>Nutrition/ Mid Day Meal</u></b></p> <p>a) Type of Mid Day Meal:</p> <ul style="list-style-type: none"> <li>- Agency providing mid day meal:</li> <li>- Whether cooked or in form of raw material:</li> </ul>                                                                                                                                                                                          |  |  |  |
| v)   | <p><b><u>Stipend:</u></b></p> <p>a) No. of children given Stipend: Month / No. of children</p> <p>b)Whether Stipend is linked to attendance :</p> <p>c)Please specify the manner in which attendance is taken into account for</p>                                                                                                                                                                             |  |  |  |



|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|       | <p>payment of stipend :</p> <p>d) period up to which stipend has been deposited :</p> <p>e) Total claim for Stipend (Month wise) to be released through DBT:</p> <p>f) The period upto which the data has been uploaded by the DPS for claim of stipend through DBT</p>                                                                                                                                                                                     |  |  |  |
| vi)   | <p><b><u>Recreation:</u></b></p> <p>a) Whether recreational facilities are available or not:</p> <p>b) Type of facilities given:</p>                                                                                                                                                                                                                                                                                                                        |  |  |  |
| vii)  | <p><b><u>Dropouts/Follow-up of Ex Students</u></b></p> <p>a) No. of children who have dropped out, if any (specify the reasons) :</p> <p>b) follow up of students who have been mainstreamed :</p> <p>    I)No. of children who are now studying in formal schools:</p> <p>    II)No. of children who have taken to previous/ new occupation:</p> <p>    III)No. of children who are making use of the vocational training provided to them under NCLP:</p> |  |  |  |
| viii) | <p><b><u>Inspection Details</u></b></p> <p>a) No. of Centres inspected:</p> <p>b) The level at which inspection was conducted:</p> <ul style="list-style-type: none"> <li>• Collector/ District Magistrate :</li> <li>• Project Director</li> <li>• Representative of Monitoring Institutions</li> <li>• State Government Officials</li> <li>• Others</li> </ul> <p>c) frequency of inspection :</p>                                                        |  |  |  |

| ix) | The total expenditure incurred during the quarter (Item-wise & Post-wise): |                                                         | <b>Committed Liabilities</b> | <b>Expenditure incurred</b> |
|-----|----------------------------------------------------------------------------|---------------------------------------------------------|------------------------------|-----------------------------|
|     |                                                                            | <b>Project Society(PS)</b>                              |                              |                             |
|     |                                                                            | (a) PS Staff Honorarium                                 |                              |                             |
|     |                                                                            | (b) Office & Support Expenses (Recurring/Non-recurring) |                              |                             |
|     |                                                                            | (c) Volunteer Teacher Training(Initial/ Refresher)      |                              |                             |
|     |                                                                            | (d) Awareness                                           |                              |                             |
|     |                                                                            | (e) Survey                                              |                              |                             |
|     |                                                                            | (f) Other                                               |                              |                             |
|     |                                                                            | <b>Spl. Training Centres:</b>                           |                              |                             |
|     |                                                                            | (g) Staff Honorarium                                    |                              |                             |
|     |                                                                            | (h) Rent, water & Electricity                           |                              |                             |
|     |                                                                            | (i) Teaching Learning Materials                         |                              |                             |
|     |                                                                            | (j) Contingency for Misc Expenses                       |                              |                             |
|     |                                                                            | (k) Health Kit                                          |                              |                             |
|     |                                                                            | (l) Stipend (for earlier years before DBT)              |                              |                             |
|     |                                                                            | (m)Others                                               |                              |                             |
| X)  | Grant-in-Aid (if any) received during the quarter                          |                                                         |                              |                             |
| xi) | Unspent balance at the end of the quarter (Item-wise)                      | <b>Project Society(PS)</b>                              |                              |                             |
|     |                                                                            | a) PS Staff Honorarium                                  |                              |                             |

|    |                        |                                                       |  |  |
|----|------------------------|-------------------------------------------------------|--|--|
|    |                        | b) Office & Support Expenses(Recurring/Non-recurring) |  |  |
|    |                        | c) Volunteer Teacher Training (Initial/Refresher)     |  |  |
|    |                        | d) Awareness                                          |  |  |
|    |                        | e) Survey                                             |  |  |
|    |                        | f) Other                                              |  |  |
|    |                        | <b>Spl. Training Centres:</b>                         |  |  |
|    |                        | g) Staff Honorarium                                   |  |  |
|    |                        | h) Rent, water & Electricity                          |  |  |
|    |                        | i) Teaching Learning Materials                        |  |  |
|    |                        | j) Contingency for Misc Expenses                      |  |  |
|    |                        | k) Health Kit                                         |  |  |
|    |                        | l) Stipend (for earlier years before DBT)             |  |  |
|    |                        | m)Others                                              |  |  |
| xi | Other issues, if any : |                                                       |  |  |

(Signature with seal)

PROJECT DIRECTOR

NATIONAL CHILD LABOUR PROJECT, \_\_\_\_\_, DISTRICT

Name & Complete Address with Telephone/Fax No. -----

Email-id: .....

**ANNUAL BUDGET OF THE DISTRICT PROJECT SOCIETY & SPECIAL TRAINING CENTRES w.e.f 1.4.2016****A-I (a) Honorarium**

| Sl. No. | Items of Expenditure                                                         | Amount                                           |
|---------|------------------------------------------------------------------------------|--------------------------------------------------|
| 1       | Project Director (1)=(1xRs 18000x12months )                                  | Rs 216,000/-                                     |
| 2       | Programme Manager (2)<br>= (2xRs 12000x12months )                            | Rs 288,000/-                                     |
| 3       | Clerk cum Accountant (1)=(1xRs 8000x12 months)                               | Rs 96,000/-                                      |
| 4       | Steno / DEO(1)=(1xRs 6000x12 months)                                         | Rs 72,000/-                                      |
| 5       | Helper / Office Attendant (1)= (1xRs 3500x12 months)                         | Rs 42,000/-                                      |
|         | <b>Sub-Total(1+2+3+4+5)</b>                                                  | <b>Rs 714,000/-</b>                              |
| 6       | Driver*(1)=(1xRs 6000x12 months)                                             | Rs 72,000/-                                      |
|         | <b>Sub-Total (1+2+3+4+5+ 6)</b>                                              | <b>Rs 786,000/-</b>                              |
| 7       | Honorarium to Vocational Trainer<br>(one Vocational Trainer for 3 NCLP STCs) | <b>Rs. 8000 per Month per Vocational Trainer</b> |

**A-II (a) OFFICE AND SUPPORT EXPENSES (NCLP Project Society with Vehicle)\*:**

| Sl. No. | Items of Expenditure                                                                                                     | Amount       |
|---------|--------------------------------------------------------------------------------------------------------------------------|--------------|
| 1       | Recurring (Office Expenses)                                                                                              | Rs. 2,25,000 |
| 2       | Non-Recurring (One time only)#:<br>Provision for Furniture, Computer, Printer, Phone, Fax Machine, Internet facility etc | Rs. 75,000   |

\* Relate to Project Societies using own vehicle sanctioned during 8<sup>th</sup> and 9<sup>th</sup> Plan period only. If existing vehicles is disposed off according to respective State Government rules as the vehicle have outlived their economic life, the Recurring expenses for such project society would be covered under A-II(b) and hiring of driver as in AI(a) will not be allowed.

**A-II (b) OFFICE AND SUPPORT EXPENSES (NCLP Project Society without vehicle):**

| Sl. No. | Items of Expenditure                                                                                                     | Amount       |
|---------|--------------------------------------------------------------------------------------------------------------------------|--------------|
| 1       | Recurring (Office Expenses)                                                                                              | Rs. 3,25,000 |
| 2       | Non-Recurring (One time only)#:<br>Provision for Furniture, Computer, Printer, Phone, Fax Machine, Internet facility etc | Rs. 75,000   |

# An amount of Rs 75,000/- is to be provided during 12<sup>th</sup> plan period , once for each project society.

**A-III OTHER EXPENSES:**

|          |                                                                                                                                            |                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Survey</b> (twice during the 12 <sup>th</sup> Plan Period)                                                                              | <b>Rs. 4.00 lakh per survey per district.</b>                                                                            |
| <b>2</b> | <b>Teacher' training</b> ( for every volunteer teacher during the 12 <sup>th</sup> Plan Period)                                            | <b>Rs. 1500 per volunteer teacher per initial training &amp;<br/>Rs. 150 per head on refresher training once a year.</b> |
| <b>3</b> | <b>Awareness Generation:</b> during the 12 <sup>th</sup> Plan Period, awareness generation campaigns to be organized regularly in district | <b>Maximum of Rs.2.00 lakh per annum.</b>                                                                                |

**ANNUAL BUDGET FOR ONE SPECIAL TRAINING CENTRE(STC)**

|          |                                                                           |                     |
|----------|---------------------------------------------------------------------------|---------------------|
| <b>1</b> | <b>(i) Volunteer Teacher<sup>2</sup> (2)=(2xRs6000x12months)</b>          | Rs. 144,000/-       |
|          | <b>(ii) Volunteer Clerk cum record keeper(1)</b><br>= (1xRs5000x12months) | Rs. 60,000/-        |
|          | <b>(iii) Volunteer Helper(1)= (1xRs3500x12months)</b>                     | Rs. 42,000/-        |
| <b>2</b> | <b>Rent, Electricity, Water charges etc (Rs 2000 per month x12months)</b> | Rs. 24,000/-        |
| <b>3</b> | <b>Teaching learning Material (Annual) <sup>1</sup></b>                   | Rs. 15,000/-        |
| <b>4</b> | <b>Contingencies amount for miscellaneous expenditure(Annual)</b>         | Rs. 4,000/-         |
| <b>5</b> | <b>Health kit per Special Training Centre (Annual)</b>                    | Rs. 1,500/-         |
|          | <b>Total(1+2+3+4+5)</b>                                                   | <b>Rs 290,500/-</b> |
| <b>5</b> | Stipend (Rs 150x50childrenx12 months) through DBT                         | Rs. 90,000/-        |
|          | <b>Total(1+2+3+4+5+6)</b>                                                 | <b>Rs 380,500/-</b> |

**Note:-**

1. If there are no funds available under SSA / State Sector Scheme for uniform and textbook etc, then an expenditure of up to Rs. 15,000/- per Special Training Center under NCLPS per annum is permissible under this head for textbooks, notebooks, stationery, schoolbag, games and craft material.
2. One Volunteer Teacher for children strength up to 20 and Two for above 20.