

No.Z-16025/1/2014-CL
Government of India
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated: the 5th September, 2014

OFFICE MEMORANDUM

Subject: Revised format for Annual Progress Report (APR) and Quarterly Progress Report (QPR) under NCLP Scheme in the light of the recommendation of the Expert Committee regarding issues pertaining to Transgender Community.

The revised format for Annual Progress Report (APR) and Quarterly Progress Report (QPR) are circulated herewith for compliance with immediate effect.



(Harsh Malviya)
Deputy Secretary to the Govt. of India
Telefax-23731574

Copy to:

1. District Magistrate/Collector-cum-Chairman,
All District National Child Labour Project (NCLP).
2. Labour Commissioner, Labour Department, all States.

ACADEMIC YEAR.....

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

I	PROJECT SOCIETY (NAME)					
(a)	Name of the Collector					
(b)	Name of the Project Director					
(c)	Contact Numbers: District Collector Project Director					
(d)	Staff strength: i. Programme Managers/Field Officer ii. Clerk-cum-Accountant iii. Steno-cum- Data Entry Operator iv. Peon/Helper					
(e)	Dates on which the Governing Body Meetings of the Project Society were held					
II	SPECIAL TRAINING CENTRES:					
(a)	No. of Special Training Centres sanctioned					
(b)	No. of Special Training Centres functioning					
(c)	No. of Special Training Centres relocated during the Year (along with the place of relocation)					
(d)	No. of Special Training Centres run by: (i) Project Society..... (ii) NGO..... (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(e)	Name of the occupations/industries from which children have been withdrawn					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)	Total Sanctioned Strength of children	GEN	SC	ST	OBC	Total
		M/ F/ T	M/ F/ T	M/ F/ T	M/ F/ T	M/ F/ T
(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 No. of children who underwent training Trades in which training is being imparted	
(n)	(i) No. of teaching volunteers sanctioned under the project (ii) No. of teaching volunteers actually engaged	(i) Educational Volunteers..... (ii) Vocational Instructors..... (i) Educational Volunteers..... (ii) Vocational Instructors.....
III	TRAINING FOR TEACHING VOLUNTEERS	
(a)	(i) No. of workshops/training programmes conducted for teaching volunteers (ii) Name of the Institution which conducted the training and duration of the training programme (iii) No. of teaching volunteers benefitted.	
(b)	(i) No. of workshops/training programmes conducted for Vocational Instructors (ii) Name of the Institution which conducted the training and duration of the training programme (iii) No. of Vocational Instructors benefitted.	
IV	HEALTH CARE	
(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	NUTRITION under MDM	
(a)	Number of days for which nutrition has been given	
(b)	Type of Nutrition given	
VI	AWARENESS GENERATION: Please specify the activities that Project Society has undertaken for social mobilization and to generate awareness for elimination/prevention of child labour	
VII	SURVEY CONDUCTED BY THE PROJECT SOCIETY	
(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..... In Non-Hazardous work.....
(d)	Efforts made by the Project society to withdraw these children from work	
VIII	INSPECTION/VISITS	
(a)	Government of India (Pl. specify)	
(b)	State Government official (Pl. specify)	

(c)	Others: by designated Monitoring Institutions, by the Staff of the District Project Society	
IX	OTHERS	
(a)	Whether families of child labour have been covered under- Income generating Schemes (Such as IRDP/DUDA/PMRY etc.) 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

QUARTERLY PROGRESS REPORT FOR THE QUARTER ENDING:

(30th June/30th September/31st December/31st March, 20.....)

Name of District.....

1.	PROJECT SOCIETY :	
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: b) No. of special training Centres covered under the School Health Programme in the Quarter : 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: b) No. of Centres where training was imparted by the Vocational Trainer (month wise):	
iv)	Activities carried out by the DPS for generating awareness and social mobilization against child labour: (Please give details)	
2.	SPECIAL TRAINING CENTRES:	
i)	a) No. of Special Training Centres sanctioned: b) No. of Special Training Centres functional c) No. of new Special Training Centres opened during this quarter, if any: (details of date, month & location) d) Reasons for running Special Training Centres less than the sanctioned strength, if applicable : e) No. of days Special Training Centres were open in the quarter : f) Sanctioned strength of the children : g) Total No. of Children enrolled: Male/ Female/ Transgender - Total SC - ST - OBC h) Number of New Children enrolled during the quarter: i) No. of Children attending the Special Training Centres: Male/ Female/ Transgender - Total SC - ST - OBC LEVEL: Class III: Class IV: Class V: j) No. of schools run by Project Society/ NGO/Others : k) Details regarding location of the school/ name of the NGO etc (please attach separate sheet) : l) Total no. of children mainstreamed during the quarter: directly to formal school (for child below 9 yrs of age) : between 9-14 yrs : Children between 14 and 18 years II) since inception of the society year-wise:	

ii)	Vocational Training(VT) :- No. of Centres imparting VT : No. of Children under going VT:- Trade/s in which training is being imparted : (details indicating trade, no. of children against each trade)	
iii)	Health Care:- a)Number of times health check ups have been conducted in the quarter: b)No. of Children covered through Health Check-ups:- c)No. of Children for whom health cards are being maintained: d)Common ailments detected: e) medicinal facilities made available to the children , if any : f) Visits by Government doctors, if any :	
iv)	Nutrition/Mid Day Meal Type of Mid Day Meal: Agency providing mid day meal: Whether cooked or in form of raw material:	
v)	Stipend: a)No. of children given Stipend: Month / No. of children b)Whether Stipend is linked to attendance : c)Please specify the manner in which attendance is taken into account for payment of stipend : d) period up to which stipend has been deposited : e) Expenditure incurred on Stipend (Month wise):	
vi)	Recreation: Whether recreational facilities are available or not: Type of facilities given:	
vii)	Dropouts/Follow-up of Ex Students a) No. of children who have dropped out, if any (specify the reasons) : follow up of students who have been mainstreamed : I)No. of children who are now studying in formal schools: II)No. of children who have taken to previous/ new occupation: III)No. of children who are making use of the vocational training provided to them under NCLP:	
viii)	Inspection Details a) No. of Centres inspected: b) The level at which inspection was conducted: • Collector/ District Magistrate : • Project Director • Representative of Monitoring Institutions • State Government Officials • Others c) frequency of inspection :	

ix)	The total expenditure incurred during the quarter (Item-wise & Post-wise):		Committed Liabilities	Expenditure incurred
		(a) PS: Salaries		
		(b) Office Expenditure		
		(c) Spl. Centres: Salaries		
		(d) Stipend		
		(e) Rent, water & Elect.		
		(f) Ed. & Voc. Materials		
		(g) Contingency		
		(h) Others		
x)	Unspent balance at the end of the quarter (Item-wise)	PS: Salaries		
		Office Expenditure		
		Spl. Centres: Salaries		
		Stipend		
		Rent, water & Elect.		
		Ed. & Voc. Materials		
		Contingency		
		Others		
xi)	Other issues, if any :			

(Signature with seal)

PROJECT DIRECTOR

NATIONAL CHILD LABOUR PROJECT,

_____, DISTRICT

Name & Address with

Telephone/Fax No. -----