

CHANDIGARH ADMINISTRATION

SOCIAL WELFARE DEPARTMENT

Notification

The 1st June, 2016

No. SW3/Donation Policy/2016/4816.—In compliance with the direction of the Hon'ble Punjab and Haryana High Court, Chandigarh,—*vide* its order dated 5th December, 2014 in the CWP-8760—2009 Chandigarh Administration *versus* Nemo, the Donation Policy for participation and interaction of residents of Chandigarh with residents in Child Care Institutions/Observation-cum-Special Home/Senior Citizens Homes/After Care Homes run by U.T., Chandigarh Administration is hereby notified

Chandigarh Administration, with a hope of positive response, looks forward to the participation of the residents of the City Beautiful in terms of following illustrative contributions for betterment of the lives of the "Angels" living in the State run Shelter Homes and share their valuable resources including but not limited to time, donation in cash and kind, participation in, sponsorship programmes as detailed in the policy hereinafter and for assistance in vocational training and job opportunities for the residents of Homes.

A. Objective :

- (i) To encourage and invite participation of the residents-individuals, groups and associations for the welfare of residents of shelter homes.
- (ii) To create and build up ambience of bonhomie, trust and affection in the shelter homes between the beneficiaries and benefactors and sufficient occasions for interactions between the two.
- (iii) Expression of gratitude towards the benefactors and recognizing/honouring their efforts.
- (iv) To build up confidence and self-esteem in the beneficiaries-residents in the shelter homes that this interaction policy aims at striking a message of "the most urbanized and planned city of India-Chandigarh" living like a big extended family and it's the family members who are extending help to other family members ; therefore, no elements of pity, charity and condescension are involved in the process.

B. Working of the Policy :

1. Concerned Home In-charge will define each area of participation that is, donating time, money, articles etc. and make it extremely easy and convenient for people to come forward.
2. A mechanism having big window for constant improvements in the schemes of inviting/encouraging participation will be evolved.
3. Suggestions will be invited from NGOs and interested persons/volunteers to make policy more vibrant and workable.
4. There will be a separate website or else dedicated web page for this which will be updated by the department on daily basis.
5. Enough publicity of the invitation—Display boards outside the institution ; media-electronic as well as print ; sending letters and mails ; Public Relation officer meetings with prospect benefactors/donors to make policy success.

C. Eligibility :

Who can donate/participate for all 4 kinds of arrangement i.e. Time, kind, money, sponsorship :

1. Any individual who has attained the age of majority and is capable of executing a contract can participate in terms of this policy. In case, any minor wishes to come forward to participate in terms of the donation policy, he can apply through his natural guardian. Individuals can come forward and participate as a group also.
2. Institutions
 - (a) University, Departments, Colleges, Schools
 - (b) Clubs registered as per the applicable law
 - (c) NGOs registered as per the applicable law
 - (d) Registered association
 - (e) Any local body.
3. Corporate involvement (CSR-Corporate Social Responsibility) in general and under Section 135 Companies Act, 2013 :
 - (a) Confederation of Indian Industries (CII)
 - (b) Local small and medium Enterprises
 - (c) Private and Public Limited Companies

Note.—The donor should be fully solvent and without any criminal record.

D. How donations can be arranged :

1. Donors/sponsors themselves come forward after reading the information sufficiently publicized by the administration.
2. Administration reaches them through letters etc. and group of dedicated volunteers.
3. Each institution prepares list and updates it on regular basis-(say daily). On web page ; display boards outside institutions with chalks ; registers. The list may be of following three types
 - (a) Articles/material needed
 - (b) Time spending schedule
 - (c) Sponsorship programmes
4. The In-charge of the concerned Home will be responsible to prepare list and the In-charge will be dedicated towards execution of this policy in each institution.
5. A provision of leaving a message/contact information will be made and it will be insure that the Office respond to such inquiries in a prompt manner.
6. There will be a provision for online donations that is directly linked with the main bank account. The details of the bank account will be displayed on the official website. The donations shall be accepted subject to applicable laws.

E. General Manner of donation :

1. Two Weekends (in a month) shall be earmarked for being a general donation day called as "Gifted Day" and efforts be made that donors distribute the articles themselves and are present when the same are being distributed by the staff. All donations shall be accepted against proper acknowledgment and receipt. Further, no cash shall be accepted and all donations shall be by way of cheque and/or demand drafts only. The applicable norms issued by Government of India for monetary transactions for acceptance of donations shall be followed.
2. With prior intimation and information, donors will be encouraged to celebrate special days and festivals with the residents.
3. The small program can be organized on any donation day and gifts days (once in a month or months) with active participation of the residents.
4. Possibilities be explored to have specific arrangements of gift of food items on some of the gifted days by sweet-shops owners ; Government owned restaurant etc. or through any other donor.
5. All donations shall be accepted subject to actual requirement projected by the resident managers.
6. Donations in kind should be of good quality and the resident managers shall have the discretion to assess the quality of the goods and articles and in case of goods of superious quality and the goods that could be potentially harmful for the children shall be not be accepted.

F. Acknowledgement and Gratitude :

1. Immediately on the receipt of donated article or any other undertaking to spend time or sponsor anything for residents of Shelter Homes—THANK YOU CARD PREPARED BY RESIDENTS OF THE HOME will be given. Certificate of donation will be given after the donation or completion of sponsorship as the case may be.
2. List of regular donors will be displayed on webpage.
3. Annual magazine/book to be printed detailing the events, activities taken place in the shelter homes. This will include articles, stories and other things by residents and volunteers ; photographs of the events , list of donors etc. The annual publication will do the dual job of reviewing performance of the past year and will help in collecting more donations in future years as people can see through one document the proper utilization of donations and impact of the same in the lives of residents living in shelter homes.
4. Quarterly/half yearly meetings of senior functionaries with regular donors will be held
5. Small souvenir/certificates to regular donors/volunteers by the administration in an annual programme/function will be given. This annual event will involve all institutions to come together to present one common programme

G Various mode of donation of time, resources, money etc. :

1. Time Schedule for meetings between the residents in shelter homes will be displayed on the board and the website. Whole day slot for elderly in senior citizen home and women in Nari-niketan and evening slot for children studying in schools and weekends will be fixed.
2. The list of residents and visitors who want to interact and mapping of resident/ residents with particular visitor by drawing lots will be prepared.
3. The visitors will provide their details and information along with the request for interaction.
4. Special room for interaction will be earmarked in each institution with decent seating arrangements.
5. Visitors may write down the experience of interaction/interactions and give photocopy of the writing to the department for follow-ups. Residents can also narrate their experiences in that copy.
6. Desired visitors will give their names for attending various functions being held at the different institutions. The department will then invite them in the strict order of names being given (no preferential treatment or jumping the queue) to the functions.
7. Invitation to various speakers/teachers/any other person who can discuss different topics with the children. Emphasis on life skills and practical learnings.
8. Invitation for organizing workshops for Art, music, theatre, sports, cooking, designing or any other activity will be given to the interested NGOs and interested persons/ volunteers.
9. Donors shall endeavour to pool in resources for buying new articles as per the requirement of the residents specially growing children and also the importance of utility of "not much used articles" lying at people's homes encourage donating such articles provided with lot of emphasis that the same are not in torn, bad and unusable condition and can be given as presentable gifts.
10. Donors can donate general articles as per their wishes after consultation with the in-charge concerned in each institution.
11. Donors can donate specific item as needed at that moment and displayed on the notice board and on the websites.

H. Sponsorships Programmes—Volunteers/Sponsors can sponsor in the following manner as applicable :

1. Can come to the shelter homes and do the needful ;
2. Can waive off their professional fee ;
3. Can sponsor the payments wherever the vocational courses are being run.

I. What can be sponsored :

1. Sponsorship of Individual resident or duly identified group of residents by sponsoring—
 - (a) Special studies—
 - (b) Grooming of any special talent—sports, art, any other
2. Group Sponsoring :
 - (a) Tuitions
 - (b) Coaching—sports, art, any other
3. Sponsorship of functions and tours and travels by sponsoring—
 - (a) Arrangement of food
 - (b) Arrangement of transport
 - (c) Arrangement of accommodation
 - (d) Arrangement of other mode of recreation and amusement like rides, boating, games etc.

J. Providing Vocational Training and Job Opportunities :

1. Individuals/groups/companies will be invited to provide various vocational training in all shelter homes. Subject to restrictions prescribed in law, vocational trainings shall be conducted either in the premises of the shelter homes or the residents can be enrolled in the vocational courses offered free of any charges by the concerned organizations at their respective places.
2. After the training period, efforts will be made to employ children above 18 years ; residents of other homes desirous of working in the jobs as suited to their acquired skills.
3. Special efforts will be made to request various organizations to come forward and recruit the residents in the offices, shops, companies etc. This will be a most important and beneficial for children (Snehalya as well as Juvenile home) after they attain majority. Efforts will be made to help all residents in different shelter homes to get employment if they want so.

The above policy shall be applicable keeping in view of all the Financial, Administrative and Technical constraints as well as provisions of Juvenile Justice (Care and Protection of Children) Act.

BHAWNA GARG,

Secretary Social Welfare and
Women and Child Development,
Chandigarh Administration.

The 1st June, 2016.

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