

National Commission for Protection of Child Rights
5th Floor, Chanderlok Building, 36 Janpath, New Delhi-110001

NCPCR's Guidelines on Training Programs on Child Rights Issues

1. **Introduction:-**

The NCPCR has been constituted in accordance with provisions of the Commission for Protection of Child Rights Act, 2005. Section 13 of the Act lays down the functions to be performed by the Commission. As per sub section 13(h), the Commission is mandated "Spread Child Rights among various sections of the society and promote awareness of the safeguards available for protection of these rights through publications, the media, seminars and other available means". Accordingly, it has been decided to conduct training program in various States/UTs.

2. **Focus Areas:-**

- a. Child Rights
- b. Right To Education
- c. Juvenile Justice
- d. Street Children
- e. POCSO
- f. Any others are to be decided by the Commission.

3. **Focus target groups:-** The Commission seeking to create child rights awareness among public at large, seeks to target the following groups of people for sensitization on child rights issues:-

- a. CWCs
- b. Police officials
- c. Prison officials
- d. Government functionaries
- e. Students/ Teachers/ SMCs
- f. Panchayati Raj officials

4. **Duration of the Training Program:-** one day workshops.

5. **Collaborative organizations:-** NCPCR will conduct these trainings in collaboration with SCPCRs and State Government.

6. **Number of participants:-** Ideally, number of participants should be restricted to 100 to make it more effective interactive, meaningful and result oriented.

7. **Budget for organizing the training program :-**

Sr. No	Item	Per Unit Cost	Amount (Rs.)	Remarks
1	Hall Rent including Generator / Sound system / Project system)	-----	40,000/-	Training should be preferably be organized in institute such as Training institute/ Administrative institute/ SRTCs etc. In case of non-availability of training institute, hall can be hired subject to maximum of Rs. 40,000/-
2	Boarding	500/-	50,000/-	As per actual
3	Honorarium for Experts invited for address to audience/ trainees	2,000/-	16,000/-	Nil
4	Photography	-----	5,000/-	As per actual
5	Workshop Kit	200/-	20,000/-	Include cost of folder, documents and writing material etc.
6	Banner	-----	5,000/-	As per actual
7	Training report	-----	5,000/-	As per annexure IV
8	Local Transportation	-----	20,000/-	As per actual
9	Accommodation for Participants	1,000/- lump sum	1,00,000/-	Participants should be preferably accommodated in training institute.
10	Travel Cost	lump sum	1,00,000/-	On actual basis. Travel Cost restricted to 3 rd Tier AC/ 2 nd Tier AC/ bus / public transport etc and as per govt. norms/ rules.
11	Misc.	-----	5,000/-	Only for emergent expense.
	Total		3,56,000	

8. **The Terms & conditions are as under:-**

- The proposal of training to be sent well in advance at least 30 days before the tentative date of program as per **Annexure-I**.
- General Financial Rules should be followed for procurement of goods and services.
- All payment exceeding Rs. 5,000/- in each case should be paid through a/c payee cheque / electronic mode.

- d. The budget head amount will not be changed without the prior written approval of the Commission.
- e. Fund will not be utilized for any other activities without prior written approval of the Commission.
- f. Head-wise budget details must be filled as per **Annexure-II**.
- g. TA Form must be filled by participants (**Annexure-III**).
- h. NCPCR will release 80% budget only in favour of the Institution/ organization after receiving the proposal well in advance, balance payment to be released on receipt of original bill along with full details of payment made duly verified and supported by vouchers / receipts etc. and detailed report (**Annexure-IV**) along with attendance sheet, program schedule, Material distributed to participants, soft / hard copy of all presentations, Feedback form (**Annexure-V**), CD / photograph etc within 15 days after completion of workshop.

Format of submission of proposal

1. Name of organization/ institution:-
2. Purpose of Training:--
3. Date of training:-
4. Venue of training along with address:-
5. Number of participant:-
6. Number of experts & details of experts proposed to be invited:-
7. Program Schedule (topics to be covered along with experts etc):-
8. Head wise budget detail as per **Annexure II**:-
9. Bank detail of organization/ institution
 - a. Name of account holder
 - b. Bank / Branch name
 - c. Accounts Number (Current/ saving)
 - d. IFS Code

**(Signed by authorized signature
of organization/ institution)**

Annexure II

Budget for organizing the training program

S.No	Item	Per Unit Cost	Amount (Rs.)
1	Hall Rent including Generator / Sound system / Project system)		
2	Boarding		
3	Honorarium for Experts invited for address to audience/ trainees		
4	Photography		
5	Workshop Kit		
6	Banner		
7	Training report		
8	Local Transportation		
9	Accommodation for Participants		
10	Travel Cost		
11	Misc.		
	Total		

(Signed by authorized signature
of organization/ institution)

Detail of reimbursement of Travel Expense

1. Name of Participant:-
2. Address of participant with contact no./ email id:-
3. The detail of amount claim is as under:-

SNo.	Departure Date & Time (with place)	Arrival Date & Time (with place)	Mode of Travel and class of	Distance in Kms for road mileage	Fair Paid (Rs.)	Admissible Amount (Rs.) (For office)
1						
2						
3						
4						
5						
6						
Total						

This is to certify that the above mentioned participants are bona fide and an amount of Rs...../- (Rupees _____) has incurred on travel.

(Signature of participant)

For office use: -Passed for payment of Rs. _____/- (Rupees _____/-)

(Signature of SCPCR/ State Government Officials)

Note: - Enclose original tickets/ bills of participants of journey duly verified by him / her

Receipt

Received a sum of Rs. _____, (Rupees _____) by
cheque no. _____, date _____.

(Signature of participant)

Format for Submission of Report

1. Name of the Training Programme :-
2. Date of training:-
3. Venue :-
4. Number of Participants :-
5. Brief Report of the Training Programme:-

(Signature of Rapporteur)

**(Signature of competent authority
of SCPCR/State Government)**

Sample Feed Back Performa for Training Programme

1. Extent to which your expectation from this training programme have been fulfilled (circle the appropriate number)

5 _____ 4 _____ 3 _____ 2 _____ 1

Large extent

Little extent

2. Please give your grading session-wise

Session I – Title of Session

5 _____ 4 _____ 3 _____ 2 _____ 1

Large extent

Little extent

Session II – Title of Session

5 _____ 4 _____ 3 _____ 2 _____ 1

Large extent

Little extent

Session III – Title of Session

5 _____ 4 _____ 3 _____ 2 _____ 1

Large extent

Little extent

3. Please give your two suggestions to improve the training programme.

4. Steps you would like to take in field as a follow up to what you have learnt from the Training programme.

(Signature of participant)