



**GOVERNMENT OF THE PUNJAB
HOME DEPARTMENT**

NOTIFICATION

No.SO(DEV)CPWB/5-23/2018.- In exercise of the powers conferred under section 49 read with section 20A of the Punjab Destitute and Neglected Children Act 2004 (*XVIII of 2004*), Governor of the Punjab is pleased to make the following rules:

1. Short title, commencement and application.- (1) These rules may be cited as the Punjab Destitute and Neglected Children (Registration of Organizations Managing Accommodation) Rules 2019.

(2) They shall come into force at once.

(3) They shall apply to all those organizations managing or intend to manage accommodation for the destitute and neglected children in the Punjab.

2. Definitions.- (1) In these rules, unless there is anything repugnant in the subject or context:

- (a) "Act" means the Punjab Destitute and Neglected Children Act 2004 (*XVIII of 2004*);
- (b) "accommodation" means a building, structure or enclosure or any institution or part thereof used for admission, care, protection and rehabilitation of destitute and neglected children;
- (c) "authorized officer" means an officer of the Bureau not below BS-17;
- (d) "family" means the father, mother or any other blood relation of a destitute and neglected child;
- (e) "Form" means a Form appended to the rules;
- (f) "organization" means an organization registered under any law for the time being in force and is managing or intends to manage accommodation to the destitute and neglected children;
- (g) "Registering Authority" means the Child Protection and Welfare Bureau;
- (h) "registered organization" means an organization registered under the Act for managing the accommodation for the destitute and neglected children; and
- (i) "rules" means the Punjab Destitute and Neglected Children (Registration of Organizations Managing Accommodation) Rules 2019.

(2) An expression used but not defined in the rules, shall have the same meanings as assigned to it in the Act.

3. Procedure for registration.- (1) An organization may apply for its registration to the Registering Authority on Form-A along with registration fee.

(2) The registration fee of one thousand rupees shall be deposited in the head of account "C-03 Miscellaneous Receipt CO-3859-Collection of Registration/Work Permit Fee".

(3) The Registering Authority shall enquire about the provided information, and shall also seek a report from the Deputy Commissioner of the concerned District.

(4) After having been satisfied with the information provided on Form-A, and on receipt of satisfactory report from the Deputy Commissioner of the concerned District, the Registering Authority may issue the registration certificate on Form-B initially for a period of one year.

(5) The Registering Authority may reject the application subject to reasons recorded in writing.

4. Renewal of registration.- (1) The registered organization may apply for renewal of its registration along with receipt of renewal fee of five hundred rupees in the account mentioned in sub-rule (2) of rule 3, before thirty days of its expiration.

(2) The Registering Authority may renew the registration of a registered organization for a further period of one year.

(3) The Registering Authority may reject the renewal application subject to reasons recorded in writing and in case of rejection; it shall communicate in writing to the organization through a registered post at the address provided by the organization.

5. Suspension or cancellation of registration.- (1) Upon the information from its own sources or any other source or on a complaint against an organization and after having reason to believe that an organization, directly or indirectly, is responsible for an act in contravention to any provision of the Act or the rules or any other law for the time being in force in respect of destitute and neglected children, the Registering Authority may suspend or cancel the registration.

(2) The registered organization shall be provided an opportunity of being heard before suspension or cancellation of its registration and the Registering Authority shall record reasons in writing for such suspension or cancellation.

(3) In case of suspension or cancellation of registration of a registered organization, the Registering Authority shall communicate in writing such a decision to the concerned organization.

(4) In case of suspension or cancellation of registration of a registered organization, the destitute and neglected children accommodated and managed by such organization shall be shifted to the Child Protection Institution or any other registered organization.

7. Inspection, check, and supervision.- (1) The Registering Authority may itself or through the authorized officer shall supervise the registered organization.

(2) The Registering Authority through its authorized officer may enter into the premises of the registered organization to inspect the registered organization for the best interest of the destitute and neglected children.

(3) The registered organization shall facilitate and provide the relevant record relating to the management of the accommodation and welfare of the destitute and neglected children to the authorized officer.

(4) In case of failure to provide relevant record under sub-rule (3), the Registering Authority on the report of its authorized officer, may suspend the registration of such registered organization.

8. Appeal.- (1) An aggrieved organization, within thirty days from the date of communication of the order, may file an appeal before the Additional Chief Secretary (Home) and his decision shall be final.

9. Miscellaneous.- (1) The registered organization and the Registering Authority, as the case may be, shall make all decisions in the best interest and welfare of the destitute and neglected child.

(2) The registered organization shall define the procedure for the rehabilitation of the destitute and neglected children and submit its copy to the Registering Authority.

(3) The registered organization shall have the medical facility to examine the destitute and neglected children as per need basis and under any law on the subject for the time being in force. If the circumstances so warrant, the Registering Authority, may direct that a destitute and neglected child accommodated and managed by the registered organization, be examined by the Medical Officer of a Government Hospital.

(4) A destitute and neglected child may be discharged before eighteen years of age and his or her, as the case may be; custody may be handed over to his or her family, if so desired by them and after intimation in the concerned District office of the Bureau or the Bureau.



Form-A

**APPLICATION FORM FOR REGISTRATION OF ORGANIZATION MANAGING
ACCOMMODATION FOR DESTITUTE AND NEGLECTED CHILDREN UNDER PUNJAB
DESTITUTE AND NEGLECTED CHILDREN ACT 2004.**

To,

The Director General
Child Protection & Welfare Bureau, Govt. of the Punjab
Angori Bagh Scheme, Shalimar Link Road, Lahore.

I/we hereby submit application for grant of approval by the competent authority to register organization managing accommodation for Destitute and Neglected Children under PDNC Act 2004, as per following particulars:

1.

a	Name:_____
b	CNIC No:_____
c	Mailing Address:_____ _____
d	Phone Numbers:- Land line #:_____ Mobile #:_____
e	Fax number:_____
f	Email:_____
g	Website:_____
h	Key Contact person name:- _____ Address:_____ Land line #:_____ Mobile #:_____

1.1. List of Office Bearer

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1.2. Organization's account information

a	Name of account holder:_____
b	Bank account number:_____
c	Mailing address of the Bank:_____
d	Phone numbers of Bank_____
e	Fax numbers of Bank_____

2. Registered under: (Please tick)

- ☐ Registered under Societies Registration Act, 1860.
- ☐ Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.
- ☐ Voluntary Social Welfare Agencies (Registration and Control) Rules, 1962)
- ☐ Cooperative Societies Act, 1925.
- ☐ Companies Ordinance, 1984.
- ☐ Social Welfare Agencies (Registration & Regulation) Act, 1996.
- ☐ Trust Act, 1882.

- ☐ Charitable Endowment Act, 1890.
☐ Others, Please specify.

2.1. Number and date of registration of organization by Government of the Punjab

No..... Date

3. Other Information

- a. Fiscal year end (tick one) ☐ January to December
☐ July to June
- c. Computerized accounting system ☐ Yes ☐ No
- d. Audited accounts for last 3 years attached ☐ Yes ☐ No
- e. Income and expenditure statement of last year Yes No
- f. Program funded by grant ☐ Yes ☐ No
- If yes, please tick on relevant box:
- ☐ Foreign Government
- ☐ Federal Government
- ☐ Provincial Government
- ☐ Any other source
- g. Organization chart attached ☐ Yes ☐ No
- h. Activities undertaken in last six months ☐ Yes ☐ No
- i. That whether an Organization is under observation under Anti-Terrorism Act, 1997? ☐ Yes ☐ No
- j. That whether any employee of an Organization is enlisted in the fourth schedule of Anti-Terrorism Act, 1997 or involved in any criminal activity? ☐ Yes ☐ No
- k. That whether an Organization has suitable building capacity and necessary amenities for the protection and rehabilitation of the destitute and neglected children? ☐ Yes ☐ No
- l. That whether suitable food shall be provided to the destitute and neglected children? ☐ Yes ☐ No
- m. That whether suitable atmosphere will be provided for social activities to the destitute and neglected children? ☐ Yes ☐ No
- n. That whether an Organization shall maintain the record of each destitute and neglected child. ☐ Yes ☐ No

4. This facility is meant for:

- ☐ Male
☐ Female
☐ Both

4.1. Total number of admitted/ registered children up till now:

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4.2 Detail of Land where CPI is located:

1) Owned property ☐ 2) Rented property ☐

4.3 District _____ Tehsil/Town _____ U/C _____

4.4 Address _____

4.5 Total land: Kanal _____ Marlas _____

4.6 Covered area _____ Open area _____

4.7 No of rooms _____ No of wash rooms _____

4.8 Kitchen: Yes ☐ No ☐

If yes, area of kitchen _____

4.9 Play area: Yes ☐ No ☐

If yes, total play area _____

4.10 Electricity connection: Yes ☐ No ☐

4.11 Gas connection: Yes ☐ No ☐

4.12 Telephone connection: Yes ☐ No ☐

5. Organizational mission and capacity

a) A description of your mission, or a mission statement if available.

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b) What are the goals of your organization?

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c) A description of the services/activities your organization provides:

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- d) Who are your beneficiaries (groups, organizations, etc.)? Where possible, please give quantitative expressions.

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- e) Please list examples of current or previous beneficiaries (NGOs, CBOs, etc) that your organization has assisted

Beneficiaries/ organization	Support/ assistance provided

- f) What is your direct experience of working with local communities to assist them in identifying and solving local issues?

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- g) Please list below the partnerships you have had with other NGOs, CBOs, local authorities, private businesses etc

Organization, Business or Institution	Description of Partnership

- h) What are the main sources of funding of your organization? If you have received grants, or other forms of financial support, please list them.

Source of Funding	Project or Program	Services Provided	Project Dates	Total Sum

- i) What kind of programs have you implemented? Please provide details of programs implemented during the last three years, if applicable?

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- j) Please give details of any external audits undertaken in the last three years if applicable:

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6. Detail of professional staff / Employees

List of key staff / employees with responsibilities; please provide complete CV's.

Full name	Position	Responsibilities	CV attached with references? (Y/N)

7. Detail of transport used in Organization

S#	Brand of vehicle	Model	Qty

8. Health care facility:

8.1 Routine health care arrangement:

Name of Doctor.....

- ☐ Visiting
☐ Permanent

Address and contact number of the
Doctor.....

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8.2 In case of emergency:

Name of hospital.....

Address _____

Phone number _____

9. Psycho-social counseling facility:

Name of psychologist.....

- ☐ Visiting
☐ Permanent

Address and contact number of the psychologist.....

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10. Educational facility:

10.1 Internal arrangement:

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10.2 External arrangement:

Name of school:

Address of the school:

AFFIDAVIT
(RS. 100/- STAMP PAPER)

I _____ d/s/w of _____ do hereby solemnly affirm that I have submitted all informations and obligations true to the best of my knowledge & belief. In case any information contained herein is found to be untrue or failure of discharge of any such obligation I shall be liable to disciplinary action which may result in cancellation of registration of my Organization.

Name.....ID Card Number.....

Signature..... Date.....

Witness: 1

Name.....ID Card Number.....

Signature..... Date.....

Witness: 2

Name.....ID Card Number.....

Signature..... Date.....

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

Documents to be attached with the application form:

- Photo copy of Registration Certificate of an Organization.
- Three recent passport size pictures of the applicant.
- Copy of Bank statement for last six months.
- Copy of last audit report.
- Copy of current report published by the organization.
- Copy of property documents (if owned).
- Copy of rent deed/agreement (if rented).
- Copy of CNIC of applicant and witnesses.

- Copies of paid utility bills for last three months i.e. Telephone, Gas, and Electricity.
- Complete CVs of all staff working in the organization (both visiting and permanent).
- Registration copies of vehicles being used in the organization.
- Copy of mission statement of the organization.
- Fee of registration.
- If owned, please attach property documents
- If rented please attach rent deed/agreement.

To be used by CP&WB only:

Application submission date _____

Whether it is submitted first time Yes ☐ No ☐

If yes then write down previous dairy number _____

Diary number _____

Issued by _____

Name of official receiving form _____

Status of form Accepted ☐ Rejected ☐

If rejected then rejected by _____

Reasons for rejection _____

Name & Stamp of verifying officer

