

Schedule XXV
[See regulation 26(3)]

FORMAT FOR INSPECTION OF SPECIALISED ADOPTION AGENCIES

1. Information about the Institution

Name of the Institution: _____

Address of the Institution: _____

Telephone Number: _____

E-mail: _____

Name of the State: _____

Date of inspection: _____

Inspection Team: _____

Ser No	Name	Designation	Office
(a)			
(b)			
(c)			
(d)			
(e)			

Date of previous Inspection: _____

Done by: _____

2. Legal Status

Ser No	Registration / Recognition Status	
(a)	Registration No under Societies Registration Act 1860 (21 of 1860) or Indian Trusts Act; 1882 (2 of 1882) or Companies Act; 2013(18 of 2013) or Income Tax Act; 1961 (43 of 1961).	No. Date:
(b)	Registration as a Child Care Institution under Section 41 (1) of the Juvenile Justice (Care and Protection of Children) Act 2015 and its validity.	No. Validity period :
(c)	Recognition as a Specialised Adoption Agency for placing children in adoption under Section 65(1) of the Juvenile Justice (Care and Protection of Children) Act 2015	No Validity period:

4. Committees in place

Committee	Meetings held during last financial year	Observations of the Inspecting Team
Managing Committee/Governing Body		
Adoption Committee		
HomeManagement Committee		
Any other Committee		

5. Documents and record keeping (Please put \checkmark mark wherever required)

Records/Registers to be maintained by the Specialised Adoption Agency as per Adoption Regulations	Observations
(a) Master admission register (b) Attendance register of the children (c) Attendance register of the staff (d) Vouchers, cashbook, ledger, journal and annual accounts (e) Grant utilization register (f) Stock register (g) Record of minutes of meetings of the Management Committee (h) Record of minutes of meetings of the Adoption Committee	
Whether the case files maintained by the Specialised Adoption Agency contain documents as stipulated in Schedule VIII of the Adoption Regulations and Observation of the Inspecting Team?	

6. CARINGS & Status of Children

6.1 Status of children in Child Adoption Resource Information and Guidance System (The Team may match actual status with the online data during the visit)

Name of the adoptable child in Specialised Adoption Agency and linked Child Care Institution	Male/ Female	DOB	Legally free for adoption with date	Adoptions in process	Pendency in Court for more than 2 months

6.2 Status of legally free children in Child Adoption Resource Information and Guidance System (The Team may match actual status with the online data during the visit)

No. of Children in Specialised Adoption Agency and the linked Child Care Institution	Photo uploaded	Child Study Report uploaded	Medical Examination Report uploaded	Child Welfare Committee Certificate uploaded	Remarks

6.3 Pending post-adoption follow-up reports in Child Adoption Resource Information and Guidance System (The Team may match actual status with the online data during the visit)

Children in Specialised Adoption Agency and the linked Child Care Institution	Court order uploaded	Post-adoption follow-up pending	Observations

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6.4 Cases of disruptions if any during last three years

Year	At the stage of pre-adoption foster care before filing a petition	At the stage of pre-adoption foster-care after the petition has been filed in the court	After the adoption order is issued	Observations

6.5 Pending status of Home Study Report beyond one month

Cases where Home Study Report is pending beyond one month from the date of completion of registration	Reasons for the same	Observations of the Inspection Team

7. Infrastructure

7.1 Building:

- (a) Rented: ----- Owned: -----
 If rented, give details of rent paid per month and copy of rent agreement:

- (b) CCTV cameras installed at the entrance: Yes No
- (c) Sufficient space to accommodate the children: Yes No

7.2 Space available

No. of rooms/dormitories	
Provision of sick room / medical unit	
Counselling room	

Recreational/activity room for Children	
(a) Is there a TV set available with Cable network?	Yes No
(b) How often are children allowed to view TV?	in the evenings or any time Yes No
(c) Are children playing games indoors?	Age appropriate games or not Yes No
(d) What games are available to them?	Yes No
(e) Are children playing games outdoors?	Yes No
(f) Do they have equipments/accessories to play?	Yes No
(g) Do children go for picnics/excursions?	Yes No
(h) Do they have interactions with eminent personalities?	Yes No
(i) Is there a recreation room available to children?	Yes No
(j) Kitchen/Dining Room?	Yes No
(k) Is the cooking area and pantry separate?	Yes No
(l) Do children get individual plates, mugs glasses?	Yes No
(m) Are cooking utensils adequate and clean?	Yes No
(n) Is there a fridge available for children?	Yes No
(o) Is there an Oven available for children?	Yes No
(p) Is there a Gas stove available in kitchen?	Yes No safe/away from children or not
(q) Is there a chimney available?	Yes No
(r) What is the arrangement to keep the gas cylinders?	Yes No
(s) Adequate water supply for washing, cooking?	Manual or mechanical
(t) Adequate drinking water available (u) (RO)?	Yes No
(v) Is cooking done by machines or by cook?	Yes No

(w) Number of toilets and bathrooms for Children	Yes No
(x) Flush is working	Yes No
(y) Taps in the wash basin are functioning	Yes No
(z) Is the floor slippery	Yes No
(aa) Drains clean	Yes No
(bb) Drains are clogged	Yes No
(cc) Fittings for hanging clothes/towels in place	Yes No
(dd) Cow webs are removed	Yes No
(ee) Door has a latch	Yes No
(ff) Door has peep holes	Yes No
(gg) Frequency of bath a child is allowed	once or more in a day
(hh) Water is adequately available	Yes No
(ii) Adequate numbers of buckets and mugs	Yes No
(jj) Personal toiletries are provided	Yes No
(kk) Is washing powder or soap given	Yes No
(ll) Do children wash their own clothes	Yes No
(mm) Is there a washer man available	Yes No
(nn) Is the washing machine in functional	Yes No
Open space for outdoor activities	Observations:
Class rooms	

7.3 Premises

- (a) Does the home have a child friendly indoors? Yes No
- (b) How often is the sweeping, swabbing done? Twice a day or more
- (c) Are the children involved in cleaning exercise during class hours? Yes No
- (d) Are the facilities of coolers/ heaters available for children? Yes No

- (e) Are the doors and windows maintained properly? Yes No
- (f) Are the rooms and dormitories well ventilated? Yes No
- (g) Is there an alternate provision for lights and fans when there is no electricity available? Yes No
- (h) Are the outdoors clean, pleasant and child friendly? Yes No

7.4 Clothing/Bedding/Lockers/Toiletries provided to the children:

- (a) Are the clothes provided as per size and season Yes No
- (b) Provisioning of undergarments as per JJ Rule 2016 Yes No
- (c) New clothes are stitched or bought stitched or bought
- (d) Are the mattresses given individually Yes No
- (e) Are pillows given individually Yes No
- (f) Are the mattress and pillows clean Yes No
- (g) Do children have separate cupboards Yes No
- (h) Are bed sheets and Khes available Yes No
- (i) Are blankets available in winters Yes No
- (j) Number of sets provided on arrival one/two/three/four
- (k) Frequency of providing new clothes Monthly/ Quarterly
- (l) Are these sets of same colour or different colours? Same/different
- (m) Are children provided with individual lockers to keep their personal items ? Yes No
- (n) Other articles provided to the children:
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-
-

7.5 Services provided to the children:

- (a) Medical facilities/Maintenance of Health Cards:
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-
- (b) Nutrition/Special Diet:
-
-
- (c) Provision of safe drinking water:
-

- (d) Education (Formal Education/NFE and Life Skill Training Programme):
-
-
-
- (e) Counselling/ Guidance services provided:
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-
- (f) Physiotherapy service available to children?
-
- (g) Recreational facilities available in the adoption agency for children:
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7.6 Daily Routine of Children:

Time	Activities / Schedule
Morning	
Day Time	
Afternoon	
Evening	
Late evening/ Night	

8. Linkages.

Linkages developed with other agencies/departments :

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9. Connectivity and status in Child Adoption Resource Information and Guidance System and designated portal for missing child:

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10. Funds /Grants received during last financial year:

Fees for conducting Home Study and Post-adoption follow-up	Adoption fee	Grants from State Govt. under ICPS	Any other donations/ grants received

11. Funds/Grants utilized during the last financial year

Head-wise expenditure incurred	Amount	Observations of the Inspecting Team after examining vouchers, cheque or cash receipts and other relevant registers

12. Bank details of the Specialised Adoption Agency.

13. Any best practice followed by the Specialised Adoption Agency.

14. Issues raised by the Specialised Adoption Agency related to delays in the adoption process, funds or any other issue related to adoption.

15. Observations and Recommendations of the Inspecting Team.

Signature of the Inspecting Officer

(Name and Designation)

Signature of the Inspecting Officer
Name and Designation

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