



**2013**

# Annual Implementation Plan



**DEPARTMENT OF PROBATION AND  
CHILD CARE SERVICES  
EASTERN PROVINCE**





## PREFACE

The maiden edition of the “Annual Implementation Plan” (AIP) of our Department was left to crawl in your hands in the year 2012. This book of Annual Implementation Plan had a warm welcome and was heartily admired, hailed and lauded by the Hon. Governor, Chief Secretary, Heads of Departments in the Province and all our Staff, The Commissioners of the other Provinces and Probation stakeholders.

All these esteemed welcome, hailing, and praises inspired in our hearts a great desire, encouragement and impetus to publish the Annual Implementation Plan, this year too with an innovation

The Annual Implementation Plan of 2012 had been an advantage to our department to achieve the indulgences to a great and creditable extend in the same year.

We proudly present to you a few of our achievements

**They are:**

1. Prevention of 1937 Children from institutionalization.
2. Reunification and Reintegration of 432 children from institutions.
3. Response to 416 cases of child abuse.

Our motto for the year 2013 is “Today’s Children are the leaders of Tomorrow” so, I am very glad to publish our “Annual Implementation Plan” of the year 2013 in the form of a book with firm hope. There are children who lost their parents or parent and relatives in the “Tsunami” of 2004. In the thirty year civil war, there are children who lost their parents or parent and their organs too.

There are children who are mentally handicapped and left uncared in the society. These children have to be cared well and their future life made bright and brought up in high spirit to successfully overcome the challenges they face and achieve great things.

This is undoubtedly our bounden duty. So, we have to indulge in that humanitarian service and promote and build a society of love, unity and peace.

The aim of our Annual Implementation Plan is to make the maximum of use of the resources and implement the scheme successful.

I take this opportunity to thank Dr.S.Amalanathan – The Secretary, Ministry of Health & Probation and Child Care Services, Eastern Province for giving us the valuable guidance to publish the AIP as a book. Also Mrs.D.Sahayamary (D.A), Mrs.S.Leticia (Accountant), Mrs.M.Rafeela(A.O), Mrs.U.G.Anushka Hemanthi(P.O) Mr.S.Ravinthirarajan(P.A), POICS including officers in the probation units, and our staff in the Department and also it’s our duty to express special gratitude to Mr.P.Ravichandren (Coordinator UNICEF) for giving various technical information to draft the book. Mr. I.Ilyaseen(O.E.S) for his cooperation and for his computer graphical work and to all those who helped us to carry out the task successfully.

I heartily welcome readers’ comments about this book and at last I take this opportunity to thank everyone who helped us in various ways.

M.Mubarak,  
Provincial Commissioner,  
Dept. of Probation and Child Care Services,  
Eastern Province.

## **Abbreviations**

ADS	Assistant Divisional Secretary
ADE	Assistant Director of Education
CBG	Criteria Based Grant
CDO	Community Development Officer
CRPA	Child Right Promoting Assistant
CRPO	Child Right Promoting Officer
CYPO	Children and Young Persons Ordinance
DA	Development Assistant
DCRMC	Divisional Child Rights Monitoring Committee
DivCDC	Divisional Child Development Committee
DCDC	District Child Development Committee
DCC	Day Care Centre
DIG	Deputy Inspector General
DS	Divisional Secretary
DS	Divisional Secretariat
DPCCS	Department of Probation and Child Care Services
EP	Eastern Province
GN	Grama Niladari
HQ	Head Quarter
MOH	Medical Officer of Health
MSD	Management Service Department
NCPA	National Child Protection Authority
NGO	Non Government Organisation
PA	Programme Assistant
PCDC	Provincial Child Development Committee
PCRMC	Provincial Child Rights Monitoring Committee
PDE	Provincial Director of Education
PDHS	Provincial Director of Health Services
PO	Probation Officer
POIC	Probation Officer In Charge
PSDG	Provincial Specific Development Grant

PPSC	Provincial Public Service Commission
RDHS	Regional Director of Health Services
RDS	Rural Development Society
RDO	Rural Development Officer
SDO	Samurdi Development Officer
SP	Superintendent of Police
SSP	Senior Superintendent of Police
SSO	Social Service Officer
VCRMC	Village Child Rights Monitoring Committee
VCDC	Village Child Development Committee
VHMT	Voluntary Home Monitoring Team
WRDS	Woman Rural Development Society
ZDE	Zonal Director of Education

### **Relevant laws and Acts to the DPCCS**

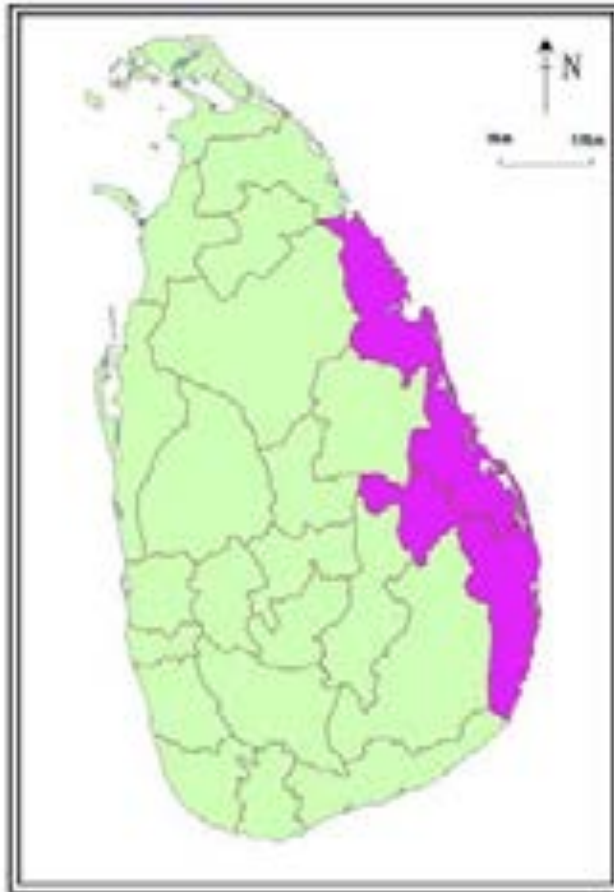
1. Penal Code No 2 of 1883
2. Children and Young Persons Ordinance No 48 of 1939 (CYPO)
3. Orphanages Ordinance No 22 of 1941
4. Adoption Ordinance No 24 of 1941
5. Probation of Offenders Ordinance No 42 of 1944
6. Employment of Women, Young Persons and Children Act No 47 of 1956
7. Tsunami (Special provisions) Act No 16 of 2005
8. Penal Code Amendment Act No 22 of 1995
9. Prevention of Domestic Violence Act No 34 of 2005
10. Vagrant Act No 20 of 1947
11. CODE OF CRIMINAL PROCEDURE (AMENDMENT) ACT, No. 7 OF 2006
12. House of Detention No 21 of 1930
13. Compulsory Education Act No 1 of 1997
14. The 13<sup>th</sup> Amendment of the 1978 Constitution
15. INTERCOUNTRY CHILD ADOPTION PROCEDURE SRI LANKA
16. Case Management Policy
17. CRC 1989

## Committees of the Department of Probation and Child Care Services

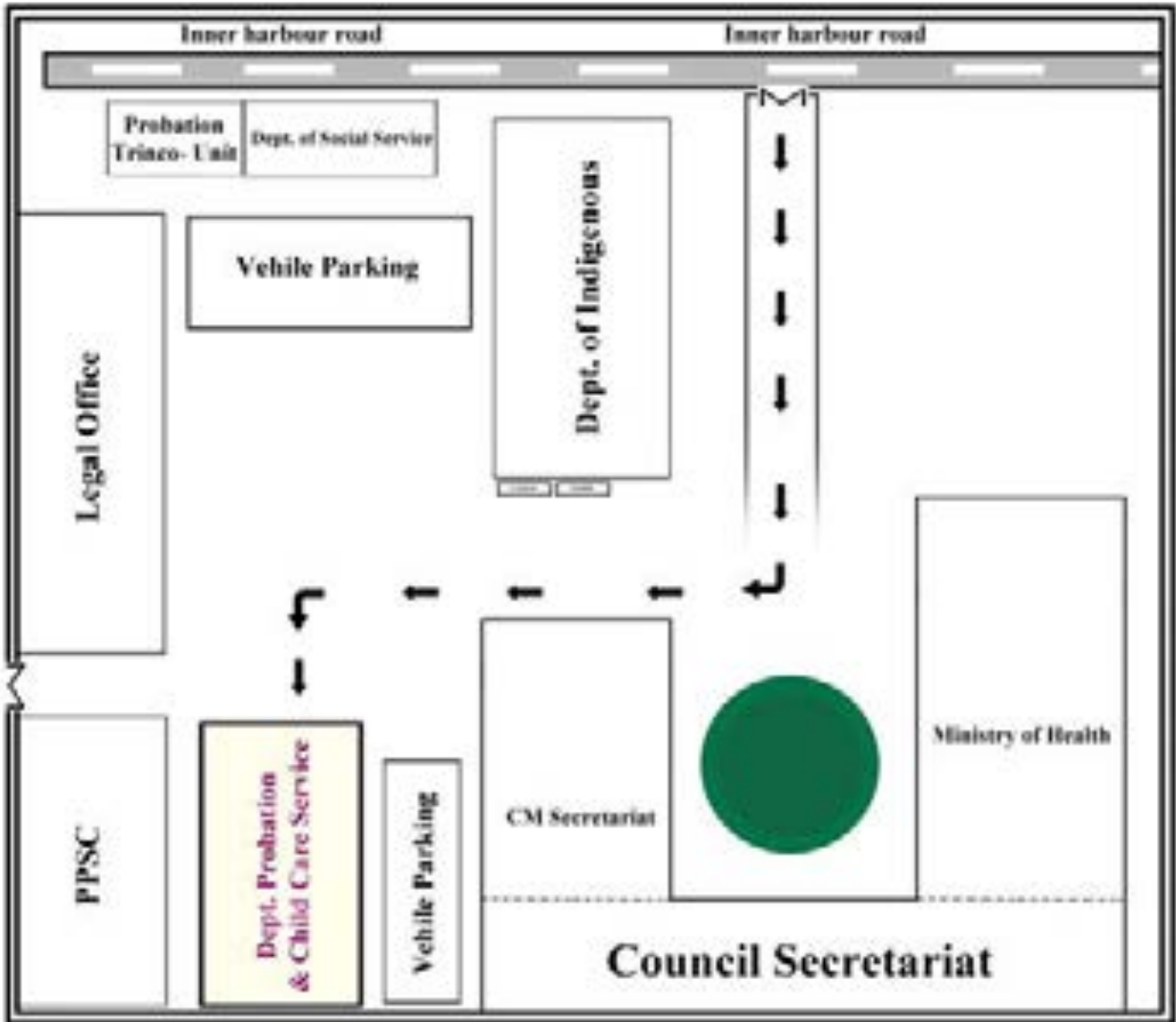
Over roll monitoring, evaluation and Implementation – Mr.M.Mubarak, Commissioner

Committees	Members' Names	Designations
Planning Committee	Chairman-Mr. M.Mubarak Secretary-Mrs. D.Sahayamary Mrs.R. Mansoor Mrs.U.G. Anuska Mr.S.Ravindrarajan Mr.P.Ravichandran All POIC-Ampara,Batticaloa, Trinco Computer Type Setting, Mr.I.Ilyaseen	Commissioner Development Assistant Administrative Officer Probation Officer (HQ) Programme Assistant UNICEF, Co-ordinator POIC Office Employee Service
World Children Day Committee	Chairman-Mr. M.Mubarak Secretary-Mrs.Anuska Treasurer- Mrs.R. Mansoor  Members Mrs. D.Sahayamary Mr.S.Ravindrarajan Mr. S.H.M. Ihthisam All POIC-Ampara,Batticaloa, Trinco	Commissioner Probation Officer (HQ) <b>Administrative Officer</b>  <b>Development Assistant</b> Programme Assistant Management Assistant POIC
Units Monitoring & Evolution Committee	Chairman-Mr. M.Mubarak Mrs.U.G.Annuska Mr.S.Ravindrarajan	Commissioner Probation Officer (HQ) Programme Assistant
CDC Monitoring Committee (By HQ)	Mrs.U.G.Annuska Mr.S.Ravindrarajan Mr.P.Ravichandran Relevant Officer PO/PA/DO	Probation Officer (HQ) Program Assistant UNICEF, Co-ordinator Kantale
DCC Monitoring Committee	Mr.S.Ravindrarajan Relevant area POIC Relevant Officer-PO/PA/DO	Program Assistant POIC PO/PA/DO
VHMT (By Units)	POIC PO Representative of MOH Representative of Zonal Education Relevant CRPO Police SSO WDO	

## SRI LANKA MAP



**PROBATION DEPARTMENT ROUTE**



## **1.0 Background**

The Department of Social Welfare, North East Province was established in 1989 under the Ministry of Finance and Social Welfare. In 1992, the department comprised two sectors which were the Social Services and Probation & Child Care Services under one programme coming under the Ministry of Rehabilitation, Reconstruction, and Social Welfare, Agriculture and Lands. From 1996 it was amalgamated to the Ministry of Health and Women Affairs. Again, from the latter part of 1996 it was brought back under the Ministry of Rehabilitation, Reconstruction, Social Welfare, Building, and Women Affairs.

The Department of Social Welfare, Eastern Province was functioning separately after the demerger of the North East Provincial Council since January, 2007. The Department of Social Welfare, Eastern Province covers the devolved functions of Social Services and Probation and Child Care Services.

The Department of Probation and Child Care Services has been functioning separately since January 2008 under the Ministry of Rehabilitation & Reconstruction and at present under the Ministry of Health & IM from May 2008.

## **2.0 Introduction**

The Department of Probation and Child Care Services under the Eastern Provincial Council covers the devolved functions of Probation & Child Care Services, especially the department mainly renders the services for children, young persons and adult who are consider of probation.

Our department mainly renders equal opportunities to unprotected children and young, victims of abuse and children in conflict with law while promoting and preserving their rights and helping in the implementation and enforcement of national policies and maintain the national and international standards. There are about 647776 Children in the Eastern Province.

Children who need Care and Protection also can be categorized as follows.



1. Orphaned children
2. Destitute children
3. Child victims or children in contact with law
4. Child offenders or children in conflict with law
5. Institutionalized children
6. Victims of Child Abuse/abused children

### **3.0 Organization.**

#### **a. Vision**

To build a moral generation of children who are living in safe environment with good curtesy.

#### **b. Mission**

To build a safe future for orphans, destitute and deserted children and also build an environment to safe the generation of the province and take them forward to honour the human values.

#### **c. Thrust Areas (Key Result Areas)**

- 1 Protecting and safeguarding the rights of affected children
- 2 Providing physical and mental health facilities
- 3 Caring and protecting affected children in centers / Societies
- 4 Institutional capacity development
- 5 Good governance

#### **d. Functions**

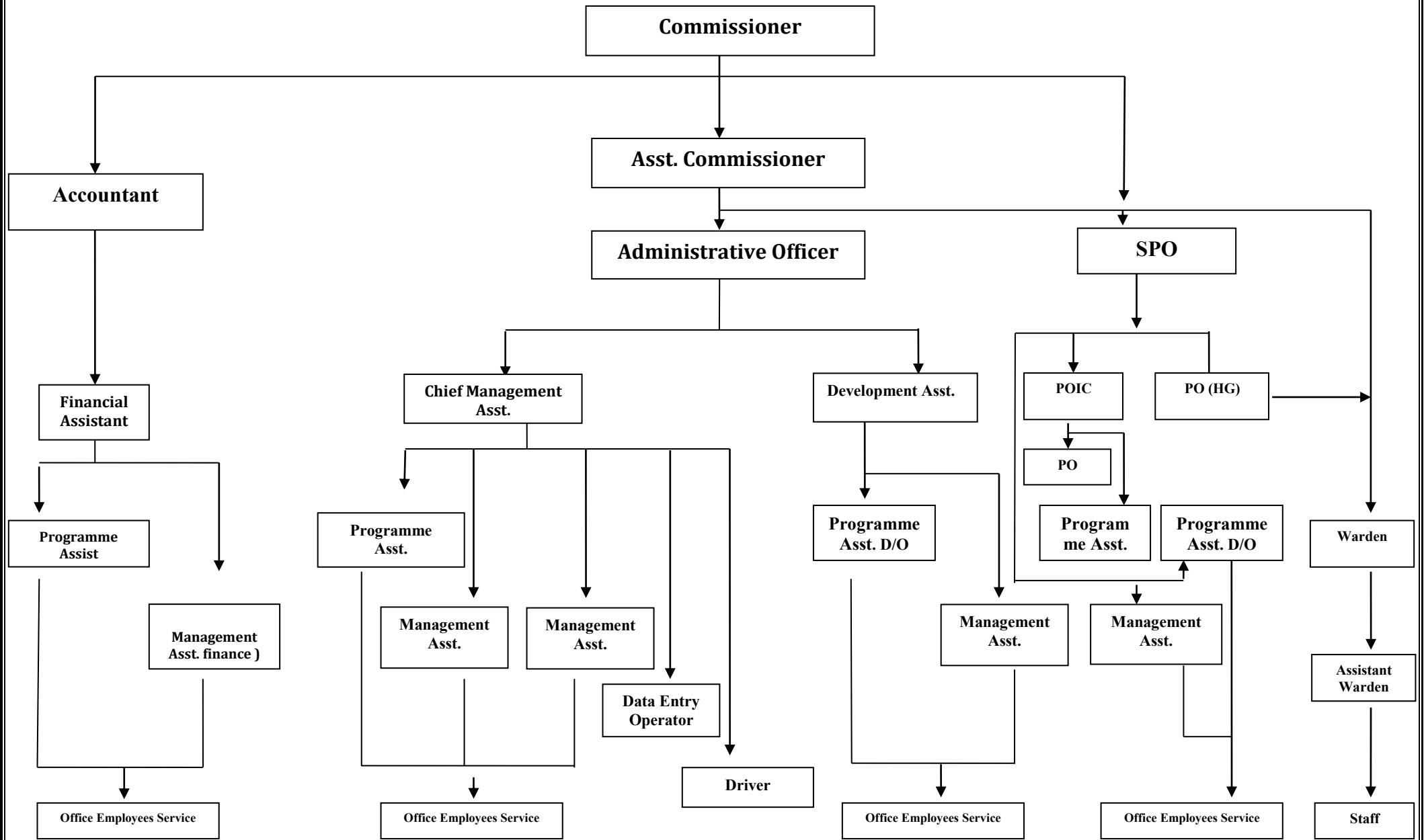
- a) To keep updated data of children who are receiving support through probation.
- b) To provide safety, protection and development to the children who are victimised orphans, helpless, deserted, abused, poor and affected by disaster.
- c) To receive complaints regarding child abuse and take action.
- d) To avoid separation of children from their families owing to poverty and other problems.
- e) To rehabilitate and socialise the children entrusted by the court.
- f) To admit the children on a court order to Safety Homes and provide facilities.

- g) To provide accommodation and safety to the children who are orphans, helpless and abused.
- h) To determine the registration, supervision and minimum quality standard of the voluntary children Development Centre, serving for the welfare of the children.
- i) To take action to reunify and socialise the institutionalised children with their parents or families for their welfare.
  
- j) To provide assistance to the registered volunteer Children's Development Centres for proper maintenance.
- k) To register Day Care Centres and provide supervision, financial assistance etc.
- l) To offer orphans and deserted children for adoption
- m) To hold seminars and workshops to avoid child abuse.
- n) To provide necessary facilities and re-admit for dropout children.
- o) To create awareness among the public to safe guard the children's rights and child abuse.
- p) To provide advices means to settle family disputes.
- q) To issue the fit person order for orphan, helpless and deserted children.
- r) Participate and give technical support to relevant child related committees such as DCDC, DMC and SAC
- s) Make effective coordination and referral system among relevant service providers

## 4.0 Organization and Management

4.1. The organizational structure of the Department is given below:

### Department of Probation & Child Care Services, Eastern Province



## 4.2. Current Cadre Position

No	Post	Approved Cadre	Present Strength	Cadre Vacancies
01	Commissioner SLAS 11	1	1	0
02	Assistant Commissioner SLAS 111/11	1	0	1
03	Administrative Officer (Supra)	1	0	1
04	Senior Probation Officer	3	0	3
05	Development Assistant	1	1	0
06	Probation Officer	46	42	4
07	Programme Assistant/ Development Officer	48	45	3
08	Management Assistant -1	1	1	0
	-11	15	2	10
	-111		3	
09	Data Entry Operator	0	1	-1
10	Driver	3	1	2
11	KKS/OES	12	9	3
12	Warden	3	0	3
13	Assistant Warden	3	0	3
14	Cook	3	0	3
15	Watcher	6	0	6
16	Sanitary Labourer	3	0	3
	<b>Total</b>	<b>150</b>	<b>106</b>	<b>44</b>

### 4.3. Probation Unit Office

Before 2009 Probation Unit Offices functioned in all the Provinces except the Northern and Eastern Provinces. In 2009, our department established 10 Probation Unit Offices under the Judicial Divisions in Eastern Province and in 2012 one new unit was established in Sammanthurai. Therefore currently a total of 11 units are functioning and in the near future, we have plan to establish another 6 units such in Kuchchaveli, Kinniya in Trincomalee district, Mahaoya in Amparai district and Kaluwanchikudy, Eravoor and Vaharai in Batticaloa district. Each Unit Office has a Probation Officer in Charge. Details of Unit Office are given bellow.

District	Judicial Division	DS Division
Amparai	Amparai	1. Damana 2. Uthana , 3. Ampara
	Akkaraipattu	1. Alayadevembu, 2. Irakkamam 3. Addalaichenai, 4. Akkarapattu
	Kalmunai	1. Kalmunai, Muslim 2. Kalmunai Tamil 3. Navithnveli 4. Sainthamaruthu
	Dehiyathakandiya	1. Mahaoya, 2. Pathiyathalawa 3. Dehiyathakandiya, 5. Dhimbulagala (Pollanaruwe District)
	Pottuvil	1. Pottuvil, 2. Thirukkivil, 3. Lagugala
	Samanth urai	1. Ninthavur, 2. Karaithivu, 3. Sainthamarthu
Batticaloa	Batticaloa	1. Eravur Town, 2. Manmunai North, 3. Vavanathivu , 4. Kaluwanchikudy 5. Vellaveli,

		6. Paddipalai, 7. Kattankudy 8. Chenkalady, 9. Arayampathy
	Valaichenai	1. Koralai Pattu, 2. Kiran, 3. Oddamavadi, 4. Koralai Pattu North (Vaharai) 5. Koralaipattu Central
Trincomalee	Trincomalee	1. Kinniya, 2. Gomarankadawala, 3. Pathavisiripura 4. Town & Gravels, 5. Kuchavelly 6. Morawewe
	Muthur	1. Muthur, 2. Verugal 3. Seruvella
	Kanthalai	1. Thampalagamam, 2. Kanthale

#### 4.4. Projects

Department of Implementation Following Project activities will be carried out by

1. Implementation of National and Provincial Policies
  - Printing of CDC statute
  - Translations of CDC statute
  - Monitoring and Evaluation of policy implementation
2. Case Management at District, Divisional, Judicial & Provincial Levels
  - Implementation of Gate Keeping mechanism of institutionalization
  - Minimum 2000 children will be prevented from institutionalization and at least 400 children will be supported through Case Management Process
  - Monitoring of the impact of prevention support
3. Reunification of children from CDC
  - Children institutionalized in need of more reunification assistances
  - Children institutionalized in need of moderate reunification assistances

- Children institutionalized in need of minimal reunification assistances
- 4. Prevention and Response of abuse, violence and exploitation
  - Cash/Material Assistances to 400 vulnerable children
  - Children affected in need of high assistances?
  - Children affected in need of moderate assistances
  - Children affected in need of minimal assistances
- 5. Case Management, Reunification and Monitoring
  - Monitoring by Commissioner
  - Monitoring by HQ Team
  - Monitoring by POIC's
- 6. Quarterly Meeting with
  - GA/DSS
  - PDIHS/RBHS
  - PDE/ZDE
  - DIG/SSO/ASP/OIC
  - NCPA/
  - Project Manager – NGO
  - CRPO/CRPA
- 7. Strengthening the DPCCS services in unit level
  - Half yearly Progress Review Meeting with
    - PO's
    - NCPA
    - CRPO/CRPA
    - SSO's
    - WDO
    - GNN
    - SPO's
- 8. Capacity Building Training
  - One Day Follow up training on Case Management
  - Alternative Care Options
  - Prevention and Reunification Process
- 9. Sensitization for CDC Managers & Committee
  - District wise CDC managers' meeting
  - Training for CDC staff

- District Court Committee
10. Sensitization/advocacy meeting
- Provincial Social Department
  - GA/DS
  - Legal Authority
11. International children day celebration/Children virulence week

## 5.0 Institution

In the province the following institutions are functioning

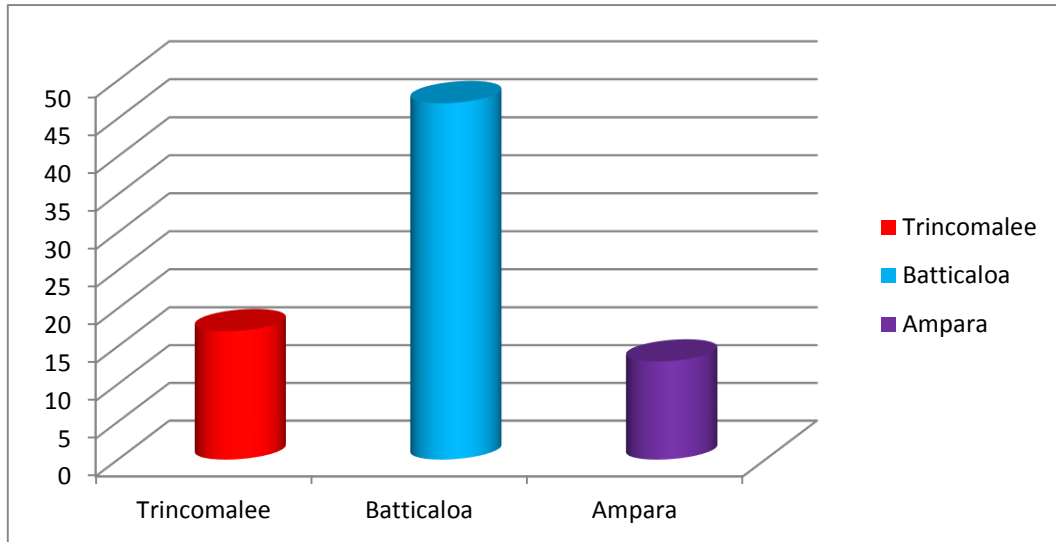
- Child Development Centres (Children Homes)
- Day Care Centres
- Safe House

### 5.1. Children Development Centres

Presently we have 77 registered Voluntary Child Development Centres (Trincomalee 17, Batticaloa 47 and Amparai 13) and 5 unregistered Voluntary Child Development Centres are functioning in the Province. There are 1844 children staying in these registered Child Development Centres. The Child Development Centres, maintained by the Voluntary Services Organisation (VSO), are periodically supervised by the department field officers. The department gives financial assistance to this Organisation.

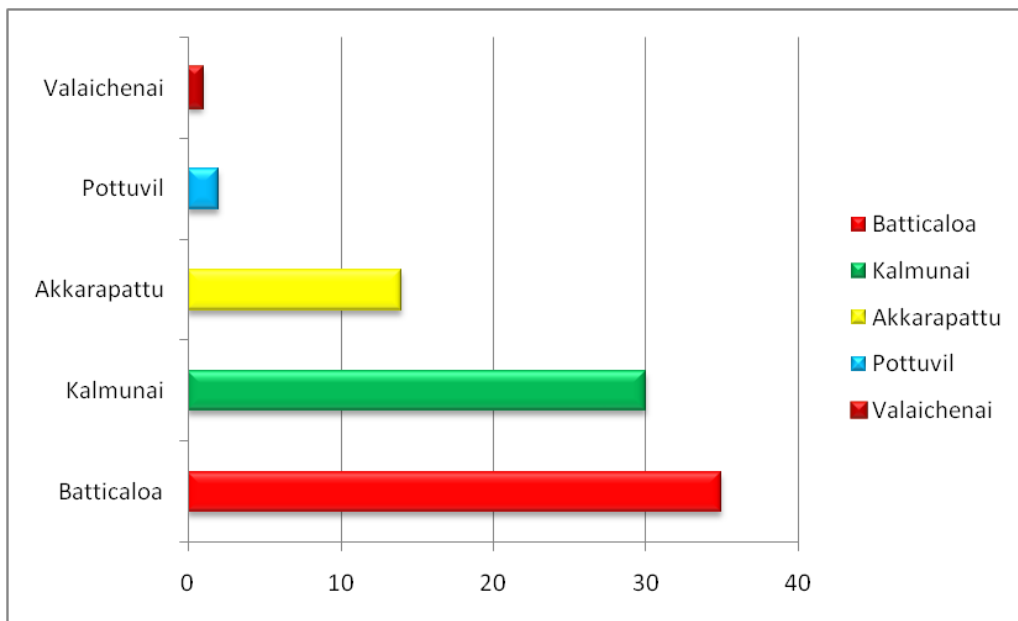
District	Name of the Unit	Number of the Home
Trincomalee	Trincomalee	15
	Muthur	02
	Kanthale	Nil
Batticaloa	Batticaloa	38
	Valaichenai	08
Ampara	Kalmunai	06
	Akkarapattu	02
	Pottvul	03
	Sammanthurai	02
	Dehiyattakandiya	Nil
	Ampara	Nil





### Supports to Day Care Centres

There are also 82 Day Care Centres run by Voluntary Social Service Organizations as well as individual persons in various villages spread all over the province. The details of D.C.Cs are given below.



### **5.3. Safe House**

The affected children who need Care and Protection will be admitted temporarily to this house until an appropriate suitable family environment of Care and Protection facilities is been found (Maximum of 6 weeks). And also make arrangements to provide correctional services to the children referred to by the Courts of Law. Awareness and counselling will be given during that period and also our department will provide a healthy surrounding. Now two Safe Houses are functioning in Batticaloa and Amparai districts and these safe houses are functioning under DPCCS fund.

## **6.0 Functions**

### **6.1. Assistance to Children Development Centres**

Maintenance grant of **Rs. 500/=** per child is paid on a monthly basis to the homes. There is an ad. Hoc grant paid at the rate of maximum **Rs. 75,000/=** for construction of building and purchasing of furniture and equipment where as **Rs. 40,000** is given for the purchase of clothes and kitchen utensils.

### **6.2. Assistance to Day Care Centres**

Day Care Centres are assisted at the rate of **Rs. 100/=** per child per month .They also receive Thripasha, which is normally supplied through the department by the Ministry of Health.

### **6.3. Fit Person Allowance**

According to the CYPO section 34 the children who need a fit person for proper care and protection the probation officer will find a suitable person as a fit person if that person need a financial support the department will give a monthly financial assistance for child needs and the Allowance of **Rs.1000/-** per child per month for their educational support. The financial support should be a maximum of two years or up to age of 16 to the child.

### **6.4. Multiple Allowances**

Assistance will be given to poor mothers who give birth to twin babies or multiples to provide nutrition at food to the babies. Financial assistance of Rs. **5,000/-** will be given to each mother.

## **6.5. De-institutionalization**

The government national policy is that the family environment is the most appropriate suitable place for children's physical, emotional and moral development. Therefore the following activities are fully implemented by the department.

### **a. Prevention of institutionalization**

The department is implanting a strong gate keeping mechanism through alternative care option to prevent the institutionalization of children from Child Development Centre admission. In the history of DPCCS a written AIP has been printed in 2012, according to that AIP we planned to prevent 1000 children but due to our staff commitment and hard work we have prevented 1757 children from institutionalization.

### **b. Reunification of institutionalized children**

As per the national policy of the Central Government, the department took action in 2010 to reintegrate and socialise the institutionalised children with their parents or families through alternative care options for their welfare. In 2012 we planned to reunify 500 children and we achieved the task. During this year we planned to reunify another 300 children in the province.

## **6.6. Interim care**

The department is ensuring the care and protection of child victims who need interim care at a Safe House. The child could stay in the Safe House for a period of maximum of six weeks and during this six month the case manager of the child will identify the suitable alternative care option through case management process.

## **6.7. Case Management**

The case management guidelines have been printed and entrusted to staff in 2012 and is practised by field staff. During this year we planned to give more training to relevant staff to strengthen the work. The UNICEF gave more technical support to us through the consultancy

### **6.8. Alternative Care**

According to the Convention of the Rights of the Child (CRC) the family environment is the suitable place for children for their best interest and to encourage this family environment for children the DPCCS, EP has identified the following alternative care options for the needy children.

- a. Family tracing and reunification
- b. Extended family
- c. Fit person
- d. Foster care or Sponsorship
- e. Adoption
  2. National Adoption
  3. International Adoption (Through National Department of Probation and Child Care Services)

### **6.9. Preventive measures**

To protect the children from risk of abuse the DPCCS, EP is creating an awareness programme at different levels. From the last year analysis we planned to organize a special awareness programme to identified Divisional Secretariats in the province.

### **6.10. Policy Development**

As a devolved subject according to the 13<sup>th</sup> amendment of the constitution the DPCCS, EP has developed the following documents and the process of getting approval by from the Provincial Council and the Honourable Governor.

- a. Children Development Statute
- b. Child Care Fund

### **6.11. Emergency Responses**

As a primary responsibility the department care and protection the separated and unaccompanied children the DPCCS, EP is involved in some sort of emergency response activities. In the past during the tsunami natural disaster and final war

against LTTE manmade disaster the DPCCS EP has been involved in several activities for the children that needed care and protection.

### **6.12. International Children's Day – 2013**

The International Children's Day provincial level programmes will be held on 1<sup>st</sup> of October 2013 in Amparai district. These programmes will be celebrated in divisional, district and provincial level. The programmes will be conducted among the children who are living in the Children Development Centres. The events will be decided before end of the march 2013 in the POIC's monthly meeting.

### **6.13. Monitoring and Evaluation**

Provincial level committee appointed by Commissioner and the committee will give final report before the end of November 2013 with following recommendation for awarding.

- a. Best Probation Units
- b. Best Probation officer
- c. Best Programme Assistant
- d. Best Child Development Centre
- e. Best Day Care Centre

In addition each unit will function VHMT appointing by DCDC for Monitoring and evaluation of CDC.

## **7.0 Contact Details of Staff**

<b>Names</b>	<b>Designations</b>	<b>Official Nos.</b>	<b>Mobil Nos.</b>
<b>Head Office</b>			
M.Mubarak	Commissioner	026-3202027	0777412342
S.Leticia	Accountant	026-2222844	0718275358
R.Mansoor	AO	026-3200211	0718229376

D.Sahayamary	Development Assistant	026-3263031	0778926488
Anuska	PO(HQ)	026-3263031	-
Fax	-	026-2223773	-
<b>Unit Offices</b>			-
Uthumanlebbe	POIC Sammanthurai	065-2222142	0777411656
T.Gnanasoundary	POIC, Batticaloa	065-2222142	0771018921
A.A.Washeerdeen	POIC, Akkaraipattu	067-2279341	0718218187
S.Sivakumar	POIC, Kalmunai	067-2224655	0774794758
M.M.H.Naymudeen	POIC, Valaichenai	065-2257183	0775388666
M.A.Lalkumara	POIC, Amparai	063-2224983	0714499300
A.M.Lalith Rathnapala	POIC, Dehiyathakandiya	027-2250407	0711264286
G. Sasikaran	POIC, Pottuvil	-	0718218187
A.C.M.Farhan	POIC, Kanthalai	026-3263032	0779228493
A.L.M.Anees	POIC, Muthur	026-3263554	0775528629
M.B.M.Naleem	POIC, Trincomalee	026-2222840	0755009544

## 8.0 Future Plan

1. Continuation of the Implementation of the following Guidelines
  - a. National Case Management Guidelines
  - b. Prevention Guidelines
  - c. Reunification Guidelines
  
2. Implementation of the following Policy Development
  - a) Child Development Statute
  - b) Child Care Fund
  - c) Prevention of Child Development Centre admissions
  - d) Day Care Centre Admission
  
3. Strengthening and Establishing of relevant Children's Committees
  - a. VCRMC/VCDC
  - b. DCRMC/DIV.CDC
  - c. DCDC
  - d. PCDC
  - e. UCDC

4. Strengthening of Minimum Quality Standard of Institutions

- a) Child Development Centres
- b) Day Care Centres
- c)

5. Establish counselling support Centre

6. Capacity development of Head Office and Unit Offices

a) Human Resources

- Department level
- Unit level
- Institutions level

b) Physical

- Establishment of state home complex
  - Construction of Safe Houses
  - State Receiving Homes
  - Construction of Remand Homes or Detention Homes
  - Construction of Certified Schools with Vocational Training Centre
- Establish of new Probation Units in Kaluwanchikudy, Eravoor, Kuchchaveli, Kinniya and Mahaoya
- Procure Auto/ vehicle to all Unit Offices
- Construction of all Unit Offices
- Construction Home for Youngsters
- Consulter Centres - Amparai, Batticaloa & Trincomalee
- 



c) Financial

- ▶ Establish of Probation and Child Care Service Fund

## 9.0. Action Plan for 2013

1. Providing assistance
  - a. Maintenance Grant to Child Development Centre
  - b. Ad hoc Grant to Child Development Centre
  - c. Maintenance Grant to Day Care Centre
  - d. Fit Person Allowance
  - e. Twin payment
2. Action for the proper implementation of the followings
  - a. All types of probation forms
  - b. All types of probation registers
  - c. All types of probation monitoring tools
3. Action and monitoring of the followings
  - a. Child Development Centre Admission
  - b. Effective Prevention of Institutionalization
  - c. Sustainable Reunification of Institutionalized children
4. Strengthening the capacity of the following institutions
  - a. Safe Houses in all districts
  - b. All probation units
5. Establishment of the following institutions
  - a. State Home Complex with following institutions
    - State Receiving Home
    - Safe Home for child offenders (Boys & Girls)
    - Safe Home for child victims (Boys & Girls)
    - Vocational training centre
    - Counselling centre
    - Certified school for Child offenders (Boys & Girls)
  - b. Children Library in each units
  - c. Establish new probation units in following judicial divisions
    - Kaluwanchikudi
    - Kuchcheveli
    - Kinniya
6. Preparing the Scheme of Recruitment for all new staff
7. Opening the bank accounts for the following children
  - a. Institutionalized children



- b. Fit persons children
8. Continuation of the following monitoring
  - a. CDC monitoring by VHMT
  - b. CDC monitoring by commissioner
  - c. DCC monitoring by HQ team with Commissioner
9. Assessment of assets in the CDC
10. Development of new Model DCC
11. Continuation of the data update of children
12. Development of new proposal for the following establishment
  - a. State Home Complex
  - b. Children Library in each probation units
  - c. Children Parks in each probation units and safe houses
13. Action for the implementation of the productivities
14. Continuation of the Implementation of Guidelines
  - a. National Case Management Guidelines
  - b. Prevention Guidelines
  - c. Reunification Guidelines
15. Implementation of Policy development
  - a. Children Homes Development Statute
  - b. Child Care Fund
16. Establishing and Strengthening of the relevant Children's Committees
  - a. VCRMC or VCDC
  - b. DCRMC or DivCDC
  - c. DCDC
  - d. PCRMC
17. Strengthening of the Minimum Quality Standards of Institution
  - a. Child Development Centre
  - b. Day Care Centre
18. Establish Counselling Support  
Appointment of three Master Counsellors for each Unit and one Psycho-Social Coordinator
19. Capacity development of Head Office and Unit Offices
  -  In Charge of Probation Unit Office to promote to class I
  -  Establish a systematic all Management


✚ Cadre Creation for Additional Staff

- Safe Home for child offenders (Boys & Girls)
- Safe Home for child victims (Boys & Girls)
- Vocational Training Centre
- Counselling centre
- Certified School for Child Offenders (Boys & Girls)


**Department of Probation & Child Care Services, E.P**  
**Proposed Methodology**

S.No	Name of the Post	Requirement Numbers							Total Requirement
		Head Office	PO Unit	Safe House	Stare Receiving Home	Counselling Centre	Certified School	Vocational Training Centre	
1	Accountant	1							1
2	Asst. Commissioner Probation (Non SLAS)	1							1
3	Probation Officer Incharge	3							3
4	Probation Officer	32							32
5	Management Assistant	9	17	4	1	1	2	1	35
6	Watcher	2	17	8	2	2	4	2	37
7	Sanitary Labour	1	17	4	2	1	2	1	28
8	OES	2	17	4	1	1	2	1	28
9	Driver	1	17	1	1	1	1		22
10	Warden			4				2	6
11	Asst. Warden			8				2	10
12	Cook			4	1	1	2	1	9
13	Asst.Cook			4	1	1	2	1	9
14	Matron			4	1	1	2	2	10
15	Asst. Matron			4	2	2	4	4	16
16	Proincipal						2		2
17	House Master			2			1		3
18	Asst. House Master			4			2		6
19	Pre School Teacher				1				1
20	House Mother			2	10		1		13
21	Asst. House Mother			4			2		6
22	Teacher						15		15
23	Technical Instructor							15	15
24	Counselling Officer	1	17						18
25	Data Analysing Officer	1	17						18
	<b>Total</b>	<b>54</b>	<b>119</b>	<b>61</b>	<b>23</b>	<b>11</b>	<b>44</b>	<b>32</b>	<b>344</b>

The four vacancies of the Probation Officers and Three vacancies of the Programme Assistants are to be filled soon for the purpose of the establishment of the Probation Units.

 Increase Division wise Probation Officer cadre

If the population is over 50,000 we will select two PO's in this Division or else one PO.

 Training for staff

### 10.0 Activities, Responsibilities and Period for the Action Plan-2013

S.No	Objectives	Activities	Co participants	Period	Responsibilities
01	<b>Providing financial assistance</b>	<ul style="list-style-type: none"> <li>❖ Give Maintenance Grant to Children Homes</li> <li>❖ Give Ad hoc Grant to Children Homes</li> <li>❖ Give Maintenance Grant to D.C.C</li> <li>❖ Fit Person Allowance</li> <li>❖ Twins payment</li> </ul>	<ul style="list-style-type: none"> <li>CDC Management</li> <li>CDC Management</li> <li>CDC Management</li> <li>GN, and Magistrate</li> <li>GN and DS</li> </ul>	Jan.-Dec.	Relevant Officer/ Administrative Officer
02	<b>Institutionalized children</b>	<ul style="list-style-type: none"> <li>❖ Children registration home</li> <li>❖ D.C.C registration</li> <li>❖ Children admission home</li> </ul>	<ul style="list-style-type: none"> <li>DS, Social Service Dept.,</li> <li>Ministry of education</li> <li>GN,SSO,RDO,SDO,CRPO, Education staff and DS</li> </ul>	Jan.-Dec.	PO (HQ) - Anuska PA-Ravi
03	<b>Care and Protection</b>	<ul style="list-style-type: none"> <li>❖ National adoption</li> <li>❖ International adoption</li> </ul>	<ul style="list-style-type: none"> <li>Courts</li> <li>Courts, National Probation and Child Care Department</li> </ul>	Jan.-Dec.	PO(HQ) - Anuska

04	<b>Implementation of guidelines</b>	<ul style="list-style-type: none"> <li>❖ Training for all POs PA's and DO's</li> </ul>	CRPOs, NCPA and Children home managers	February 2013	Commissioner - M.Mubarak PO(HQ) – Anuska PA-Ravi UNICEF – Coordinator All POIC's
	A. Case management guideline	<ul style="list-style-type: none"> <li>❖ Training for all CRPOs and children homes managers</li> <li>❖ Implementing the guidelines through probation officers daily works</li> <li>❖ Monitoring of guidelines implementation</li> </ul>	CRPOs, NCPA and Children home managers  Unit team  HQ Team	April 2013  January 2013  April, August and December 2013	
	B. Prevention guideline	<ul style="list-style-type: none"> <li>❖ Created awareness among government officials</li> <li>❖ Identify potential alternative care to needy children</li> <li>❖ Strengthen the referral system for financial and non financial support to prevent the children home admission</li> </ul>	GN, SDO, SSO, RDO, CDO, and ADE CRPO/CRPA Community members  SSO,RDO,CDO and NGOs process CRPO/ CRPA	January-Feb  March  May	
C. Reunification guideline	<ul style="list-style-type: none"> <li>❖ To strengthen the reunification policy and to make good referrals</li> </ul>	CRPO, SSO, RDO and NGOs	January	Commissioner	

		<ul style="list-style-type: none"> <li>❖ system</li> <li>❖ Strengthen the reintegration system through proper follow up</li> </ul>	CRPO, SSO, RDO and NGOs	March	Commissioner
05	<p><b>Policy development</b></p> <p>A. Children Homes Development Statute</p> <p>B. Child Care Fund</p>	<ul style="list-style-type: none"> <li>❖ Preparation of Children Homes Development Statute</li> <li>❖ Establish Probation and Child Care Service Fund</li> </ul>		<p>March</p> <p>March</p>	<p>Commissioner</p> <p>Commissioner</p>
07	<p>Strengthening of Minimum Quality Standards of Institution</p> <p>a. Children Development Centres</p>	<ul style="list-style-type: none"> <li>❖ Implement the provincial children development centre statute</li> <li>❖ Proper monthly monitoring of children homes by probation units</li> <li>❖ Quarterly monitoring of children homes by VHMT</li> <li>❖ Half yearly monitoring</li> </ul>	<p>Children home managers</p> <p>POIC</p> <p>VHMT members</p>	<p>Jan- Dec</p> <p>Jan-Dec</p>	<p>Commissioner</p> <p>PO (HQ)</p> <p>Commissioner</p>

		of children homes by commissioner			
08	<b>Establishment counselling support</b>	<ul style="list-style-type: none"> <li>❖ Appoint Psychosocial Coordinator</li> <li>❖ Getting counsellors assistance from other departments</li> <li>❖ Preparing documents to get approval for appointing permanent Master Counsellors to probation Dept.</li> </ul>	Professional counsellors  Health Ministry, PPSC  Health Ministry, PPSC	January  February  March	Commissioner SPO's PO (HQ)  Commissioner  Commissioner
09	<b>Capacity development of Head Office and Unit Offices</b>  a. Human Resources	<ul style="list-style-type: none"> <li>❖ Training to dept. staff</li> <li>❖ Training to Field Offices</li> <li>❖ Training to children home managers</li> <li>❖ Construction or establish Safe House in</li> </ul>		March May June  June	PO (HQ) / SPO  Commissioner



	b. Physical	<p>Batticaloa, Trincomalee districts</p> <ul style="list-style-type: none"> <li>❖ Reorganize Safe house in Amparai district</li> <li>❖ Procure furniture and equipment for Head Office and Unit Offices</li> </ul>			
	c. Financial	<ul style="list-style-type: none"> <li>❖ Establish Probation and Child Care Service Fund</li> <li>❖ Request more fund from Unicef and Save the Children</li> </ul>	Unicef, Save the Children	January	Commissioner
10	<b>Emergency response</b>	<ul style="list-style-type: none"> <li>❖ Data collection and identify the vulnerable children in the following categories <ul style="list-style-type: none"> <li>a. Unaccompanied children</li> <li>b. Separated children</li> <li>c. Other vulnerable categories</li> </ul> </li> <li>❖ Identify the needs during the Emergency</li> <li>❖ Interim care arrangement for needy children.</li> </ul>	<p>Divisional Secretariat ,Disaster Management Centre</p> <p>Camp management</p> <p>Voluntary children homes</p> <p>GN, CRPO and SSO</p>	During emergency	Commissioner POIC/ PO/PO (HQ)
11	<b>Strengthening the coordination between</b>	<ul style="list-style-type: none"> <li>❖ Monthly coordination meeting at probation</li> </ul>	police, health, education, social services, WDO and	From January 2013	POICs

	<b>Department of Probation and Child Care Services and other Stake Holders.</b>	unit level ❖ Quarterly year coordination meeting at district level  ❖ Half yearly coordination meeting at provincial level	other suitable officers DSs, ZDEs, SPs, ASPs, Lawyers, JMO and magistrates  Ministry Secretary, Director SS, Director RD, PDE, DIG and PDHS	From January 2013  From January 2013	POHQ  POHQ
12	<b>Capital work (PSDG&amp;CBG)</b>	❖ Using PSDG and CBG (Activity details is given bellow)	Dept. Of Buildings and Ministry of Health	March.-Nov.	Commissioner Development Assistant – D.Sahayamary

## Annual Implementation Programme – 2013 (PSDG)

**Ministry : Health, Sports & Probation and Child Care Services**  
**Department/ Agency : Probation and Child Care Services**

Trust Area 1 : Providing physical and mental health facilities								
Budget for the Trust Area 2 ( Rs.Mn) : 5.27 Mn								
Goal No.	Goals	KPIs	Baseline	Target		Projects In order of priority	Broad Activity Areas to achieve the KPI	Budget for 2013 (Rs.Mn)
			2011	2012	2013			
1.1	Protecting the affected children	<b>Outcome:-</b>				1.Provide awareness and counselling facilities for the children.	1.1.1. Improvement of Safe house in Trincomalee	2.00
		i.Percentage of children received psychosocial assistance	10%	25%	50%			
		ii.Percentage of children gain good mentality	10%	25%	50%			
		<b>Output:-</b>						
		i. No. of benefited children	0	0	75			
ii. No.of counseling centre	0	0	1					
1.2	Providing psychological improvement for affected children	<b>Outcome:-</b>				1.Provision of entertainment facilities for the children.	1.2.1.Establish ment of children park in Pathiyathalawa DS Division.	0.50
		i.percentage of improvement in facilities for children		25%	50%			
		ii.Percentage of children gain good mentality		25%	50%			
		<b>Output:-</b>						
		i. No. of children parks	0	4	1			
ii. No. of benefited children clubs	0	20	22					
1.3	Improving knowledge	<b>Outcome</b>				1.Skill development	1.3.1.Skill development training programs for affected children	1.27
		i.Percentage of children gain Knowledge.	30%	40%	60%			
		<b>Output</b>						
		i.No. of children library	0	0	1			
		ii.No.of benefited children	-	-	55,000			
<b>Sub Total</b>								<b>5.27</b>
<b>Special Remarks:</b>								

**Trust Area 2 : Caring and protecting affected children in centers/ societies**

**Budget for the Trust Area 3( Rs.Mn): 1Mn**

Goal No.	Goals	KPIs	Baseline	Target		Projects In order of priority	Broad Activity Areas to achieve the KPI	Budget for 2013 (Rs.Mn)
			2011	2012	2013			
2.1	Improved services delivery to children	<b>Outcome:-</b>	35%	50%	65%	Implementation of court order/ Judiciary decisions	2.1.2.Construct parapet wall for Safe house in Trincomalee	1.00
		i.improvement in Space facilities						
		ii.No of Children accommodated	x	X+20	X+30			
		<b>Output:-</b>						
		i.No. of buildings	1	1	1			
<b>Sub Total</b>								<b>1.00</b>

**Special Remarks:**

**Thrust Area 3 : Good Governance**

**Budget for the Trust Area 4 ( Rs.Mn): 1.2 Mn**

Goal No.	Goals	KPIs	Baseline	Target		Projects In order of priority	Broad Activity Areas to achieve the KPI	Budget for 2013 (Rs.Mn)
			2011	2012	2013			
3.1	Improved facilities for state homes(Safe houses)	<b>Outcome:-</b>	30%	40%	65%	1.State homes development	3.1,1.Purchasing furniture and equipments for Safe houses in three districts	1.20
		i.Percentage of benefited staffs and children in EP						
		ii.Enhancement of Work performance	30%	50%	70%			
		<b>Output:-</b>						
		ii.No. of Safe houses	2	2	3			
<b>Sub Total</b>								<b>1.20</b>

**Special Remarks:**

## **11.0 Training**

The Training will be held for the following categories

6. Training for Unit Office Staffs
  - ✓ Case Management guidelines
  - ✓ Reporting
  - ✓ Psychosocial Training
  - ✓ Counselling
  - ✓ Office management
  - ✓ Special Education
  - ✓ Computer skill Training
7. Training for Head Office Staffs
  - ✓ Roll of Probation Department and Probation Office
  - ✓ Exposal visit to institutions
  - ✓ Office Management
8. Home Managers
  - ✓ Minimum Standards
  - ✓ Reunification process
  - ✓ Children Home Development statute
  - ✓ Documentation and Office Management
  - ✓ Open Child Development Centre

## **12 Motivation of Skill staffs**

- ▶ Exposal visit to Foreign Country
- ▶ Exposal visit to other Province
- ▶ Awarding

## **13. Reference**

1. Statistical information from District Planning Secretariats
2. Relevant Ordinance
3. National Case Management Guidelines
4. UN Alternative Care Options
5. Convention of the Rights of the Child



**DEPARTMENT OF PROBATION AND  
CHILD CARE SERVICES  
EASTERN PROVINCE**