



**District Child Protection Unit, Puri**  
**Department of Women & Child Development and Mission Shakti**  
**Government of Odisha**

No: 754 / DCPUPURI

Date: 22.06.2018

To

**Director**  
**Odisha State Child Protection Society**  
**Bhubaneswar, Odisha**

Sub: Submission of status report of newly selected Child Welfare Committee (CWC) Chairperson and Members

Ref: Notification No.- PT13-WCD-CW-MISC-0019-2015-8618 of dt. 22.05.2018 of Department of Women & Child Development and Mission Shakti, Government of Odisha

Sir,

In inviting a reference to the subject cited above and as per Notification No- PT13-WCD-CW-MISC-0019-2015-8618 of dt. 22.05.2018 of Department of Women & Child Development and Mission Shakti, Govt. of Odisha, the following newly joined Child Welfare Committee Chairperson and members of Puri District have been holding their office since 11.06.2018 onwards.

| Sl No. | Name of CWC Chairperson & Members | Designation | Mobile No. |
|--------|-----------------------------------|-------------|------------|
| 1      | Mr. Mahabir Rudra Narayan Sahoo   | Chairperson | 9861032518 |
| 2      | Ms. Sucheta Das                   | Member      | 9437114461 |
| 3      | Mr. Saktipada Mishra              | Member      | 9437302959 |
| 4      | Ms. Dipti Das                     | Member      | 9438338100 |
| 5      | Mr. Ramashankar Patra             | Member      | 9937313901 |

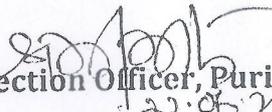
This is for your information and necessary action.

Yours Faithfully

  
Dist. Child Protection Officer, Puri

Memo No 755 /Dt 22.06.2018

Copy submitted to the Superintendent of Police, Puri for information.

  
Dist. Child Protection Officer, Puri

*OSCPs - A Safety Net for Children*

Acharya Harihara Square, Social welfare section, Collectorate, Puri-752001  
Telephone No.-06752-226767, Email: dcpo.puri.od@nic.in

Memo No 756 /Dt 22.06.2018

Copy submitted to the Principal Magistrate, Juvenile Justice Board, Puri for information.

Memo No 757 /Dt 22.06.2018 /  Dist. Child Protection Officer, Puri  
22.06.2018

Copy submitted to all Line Departments/BDOs/Inspector in charge of all Police station for information.

Memo No 758 /Dt 22.06.2018 /  Dist. Child Protection Officer, Puri  
22.06.2018

✓ Copy submitted to District Informatics Officer, NIC, Puri for information and requested to upload this information for at least 03 months in the district portal.

Memo No 759 /Dt 22.06.2018 /  Dist. Child Protection Officer, Puri  
22.06.2018

Copy submitted to Secretary, all Child Care Institutions, Swadhar Homes/Director, Childline/all stake holders under ICPS for information.

 Dist. Child Protection Officer, Puri  
22.06.2018

## Chapter 7: Handing Over Protocol for the Child Welfare Committees

The tenure of the Child Welfare Committees is renewed every 3 years. During the transition of responsibilities between the incoming and outgoing Child Welfare Committees, the following handing over protocol needs to be followed:

1. The outgoing Child Welfare Committee (at least 2 members including Chairperson) should handover charge of the following to the new Child Welfare Committee within 15 days of the date of notification or from the date of joining of the new CWC:
  - a. CWC Office/Sitting Space Keys, Computers, Furniture etc.
  - b. All Case Files and registers mentioned in Chapter 5
  - c. Details of CWC Accounts (statement of expenditure till date), Bank Passbook, Cheque Book
  - d. Petty Cash withdrawn, if any
  - e. Seal, Letter Head
  - f. Details of all pending cases especially where immediate action is required.
  - g. All handouts, manuals, SOPs, books and other resource material provided by the Department from time to time.
  - h. A charge report may be prepared and both the outgoing and incoming chairpersons should put their signatures as a token of handing over and taking over of the charge.
2. The Handing over process should be done in the presence of at least two staff of the District Child Protection Unit.
3. The District Child Protection Unit should also arrange for an interactive session between the outgoing and incoming CWC.
4. A newspaper advertisement should be taken out in any local newspaper with the names of the new CWC members in the District. This information should also be put up on the notice boards of all District Offices and the District Website for at least 3 months.
5. The authorized signatory for the CWC bank accounts should be changed with immediately after the handing over the charge.
6. All dues of the outgoing CWC members should be cleared within 30 days of the handing over.
7. The outgoing Child Welfare Committee members should be engaged as resource persons in various sensitization and capacity development programmes in the District and State level.
8. The DCPU should introduce the new CWC members to other stakeholders in the District like the JJB, CCI, Childline, and SAA etc.
9. The new CWC members should attend the induction programme organized by the Department and NIPCCD as and when organized.

The District Child Protection Unit should facilitate the entire process and provide handholding support to the new CWC members.