

GOVERNMENT OF INDIA

DELHI SEAL GAZETTE.

DELHI ADMINISTRATION EXTRAORDINARY  
PART - IV  
PUBLISHED BY AUTHORITY.

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DELHI ADMINISTRATION, DELHI  
(Directorate of Social Welfare)

## NOTIFICATION.

Delhi, the 3<sup>rd</sup> October, 1960.

No.F.4(80)/59-DSW(i). In Exercise of the powers conferred by sub-section (3) of section (1) of the Women's and Children's Institutions (Licensing) Act, 1956 (105 of 1956) read with the notification of the Government of India, Ministry of Education, No.F.2-45/578 dated the 22<sup>nd</sup> December, 1959, The Chief Commissioner of Delhi hereby appoints the 1<sup>st</sup> November, 1960 as the date on which the said Act shall come into force in the Union Territory of Delhi.

Delhi, the 3<sup>rd</sup> October, 1960.

No.F. (80)/59-DSW(ii). In exercise of the power conferred by section 11 of the Women's and Children's Institutions (Licensing) Act, 1956 (No.105 of 1956) read with the notification of the Ministry of Education, No.F.2-6/57, dated the 22<sup>nd</sup> Decenber, 1959, the Chief Commissioner of Delhi hereby makes the following rules. Namely :-

1. **Short Title.** These rules may be called the Delhi women and children's Institutions (licensing) Rules, 1960.
2. **Definition:** - In these rules, unless the context otherwise requires: -
  - (a) "Act" means the Women's and Children's Institutions (Licensing) Act, 1956 (105 of 1956);
  - (b) "Form" means a form appended to these rules;
  - (c) "Manager" means the owner of any person having, or the care or Management of an Institution Licensed under the Act and include of the Executive or Governir g Body of that Institution;
  - (d) "Section" means a section of the Act;
  - (e) "Words and expression" used but not defined In these rules shall have the meaning assigned to them in the Act.
3. **Licensing Authority:** The Director of Social Welfare Delhi shall be the Licensing authority for the purpose of the Act.



4. **Application for Licence** – Every person desiring to establish an institution or maintaining an institution at the Government of the Act shall make an application to the Licensing Authority in ~~form~~.
5. **Grant of Licence** :- A Licence granted under section 5 shall be in ~~Form 1~~ and shall be subject to the conditions laid down therein.
6. **Renewal of Licence** :- Every application for the renewal of licence granted under rule 5 shall be made in ~~Form 1~~ and the licence renewed in form ~~1~~.
7. **Loss of Licence** :- If the licence granted under rule 5 is lost, destroyed or mutilated the manager may apply to the Licensing authority for a duplicate licence. The Licensing authority may on being satisfied with the reasons advanced by the applicant, issue a duplicate licence.
8. **Inspection** :-  
(1) The Licensing authority or any authorized by it in this behalf may inspect any licensed institutions at all reasonable hours with a view to satisfying itself or himself that all the terms and conditions of the licence and the requirements of the Act and these rules are complied with and necessary arrangements are made for ensuring the health and welfare of the inmates of the institutions and the sanitation of the premises.  
(2) On the conclusion of inspection or on receipt of the report of the authorized person, the licensing authority may require the manager of the institution to do or omit to do anything with a specified period which in its opinion should be done or omitted to be done in respect of any of the matters relating to the institution and the manager shall carry out the suggestions unless he satisfies the licensing authority that the directions are such as need not or cannot <sup>be</sup> ~~out~~ by him.
9. **Change of place, Services etc** :- The location of any licence institution, its constitution, aims and objects, activities and the nature and forms of services rendered by such institution which may have been specified in the application for licence shall not be changed without the previous permission of the licensing authority.
10. (1) No institution shall receive any women or child except through :-  
(I) A social welfare agency;  
(II) The police;  
(III) A magistrate, or  
(IV) Such other source as may, from time to time, be recognized by the licensing authority
- (2) The steps in intake procedure shall be :-  
a. reception in such manner as to satisfy the emotional needs of the women or child;  
b. preview of incoming child or women's problems and difficulties;  
c. taking care of his/her immediate physical wants on arrival;  
d. medical check up within 48 hours;  
e. classification (for assignment purpose) within a reasonable period not exceeding one month, and  
f. provision of facilities for periodical review of his/her growth and all round development.



- (3). The superintendent or other person-in-charge of the institution shall move freely among the inmates, hear and redress their complaints promptly, acquaint himself with the conduct, progress, behavior and problems of each inmate and see that each inmate and see that each one of them is provided with proper food, clothing and bedding and such other amenities to which he/may be entitled.
- (4). Apart from living accommodation each institutions shall provide for a play ground, space for indoor games and recreation, a library and reading room, a school room, a vocational training room, a dispensary and sick room.
- (5). A diet schedule for the various age groups of women and children shall be drawn up with the help of a nutrition expert and a copy of the same shall be sent to the licensing authority.
- (6). Each inmate shall be supplied with at least 4 sets of clothing and a comfortable bedding, according to seasons, during a year,
- (7). Every institution shall provide for the inmates opportunities of education upto and including 8<sup>th</sup> class and vocational training in at least two crafts.

**11. Discharge and transfer of women and children-**

(1) No inmate shall except where his term of stay, if any, has expired, be discharged from an institution without assigning any specific reason. Such reasons shall be communicated to the Licensing Authority within one week of the date of discharge.

(2) The Licensing Authority may on an appeal by an aggrieved person against his order to discharge, or otherwise pass such orders as it may deem fit and the decision of the Licensing Authority shall subject to rules be final and binding on the institution as well as the person discharged.

(3). An agency running more than one institution shall be entitled to transfer an inmate from one of its institutions to another of the same type. An institution of every such transfer shall be sent by the said agency to the Licensing Authority.

(4). All transfers from one institution to another not run by the same agency shall be made by the Licensing Authority with the previous consent of the institutions concerned.

**12. Register of records :- (1) Every manager shall maintain a register setting forth the following particulars concerning each women or child kept, admitted or accepted for care in the institution :-**

- a. Date of admission,
- b. Name of the women or child,
- c. Age, Sex and religion,
- d. Condition of health,
- e. Last address,
- f. Name of father, mother and any other guardian, stating whether dead or alive
- g. Name of other near relatives, with their relationship with the women or child.
- h. Name of the husband in the case of a married women, stating Whether he is dead or alive.
- i. Amount, if any, paid for the care of the inmate,

- j. Name of person or agency sending or seeking admission for the women or child in the institution
- k. Circumstances in and the reason for, which the women or child has been admitted to the institution.
- l. Terms and conditions of admission.
- m. Brief history of the case.
- n. such other particulars as may, from time to time, be specified by the licensing authority.

(2). Every manager shall submit such report, return or information as may be called for by the licensing authority and within such time as may be specified by it.

13. **Governing Body :-** Every licensed institution shall be under the management of a Governing Body or a managing committee which shall be responsible for the policy, procedure, activities and general management of the institution.

14. **Accounts :-** Every manager shall maintain proper accounts of all sum of money received and spent by the institution and shall file with the licensing authority an annual statement of accounts duly audited by a Chartered Accountant within the meaning of the chartered accountants Act, 1949.

15. **Surrender of Licence :-**(1) A manager may, after giving six months notice in writing to the licensing authority of his intention to surrender the licence granted to the institution, surrender it to that authority and thereupon the licence shall be deemed to have been revoked.

(2) At any time before the expiration of the period of the notice under sub-rule (1), the manager may apply to the licensing authority permission to withdraw and said notice and licensing authority may after making such enquiry as may be deemed fit, allow the notice to be withdrawn

✓ 16. **Period of licence :-** A licence granted under rules shall, unless renewed under sub-section(3) of section 5 remain in force for a period of two years.

17. **Appeals: -** Any person aggrieved by an order passed by the licensing authority may within sixty days of the date of communication of such order, appear to the chief commissioner. ]

18. **Service of order and notices: -** All orders and notices under the Act or these rules may be served personally or by registered post, and where an order or notice is required to be served on an institution, it may be addressed to the manager or head of such institution.