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GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SOCIAL WELFARE
& BAIT-UL-MALL PUNJAB,
41-EMPRESS ROAD, LAHORE

Dated, the June, 2024

NOTIFICATION

No. DGSW-PCRD-PCRD-Chaman SOP/2022- The competent authority is pleased to notify the following Standard Operating Procedures (SOPs) for Chaman (Training & Rehabilitation Centre for Children with Intellectual Disabilities), for its adherence in letter and spirit, with immediate effect:

1. BACKGROUND

The Punjab Government Rules of Business 2011 entrust the responsibilities to Social Welfare & Bait-ul-Maal, Department, Punjab, for social protection as well as of registration, assessment, training, employment and rehabilitation of person with disabilities (PWDs). The Sustainable Development Goals (SDGs) also envision promoting inclusive and equitable training opportunities for the vulnerable, including persons with disabilities (Goal #4). In addition, the proposal calls for building and upgrading education facilities that are child, disability and gender sensitive and also provide safe, non-violent, inclusive and effective learning environments for all. Owing to these responsibilities, the department is providing various services to empower the PWDs and in this backdrop, Chaman (Training & Rehabilitation Centre for Children with Intellectual Disabilities) was established in 1976 with the mandate to provide training and rehabilitation to children with intellectual disabilities¹ (IDs).

2. OBJECTIVES

As per the PC-1 (1974) the Centre is established to meet the following objectives:

- i) To provide training and rehabilitation to children with intellectual disabilities
- ii) To provide medical and psycho social support to IDs and their parents and,
- iii) To promote independent living and make all possible efforts to bring the Children (IDs) into the mainstream of society.

Based upon the aforementioned objectives, the following guidelines are prepared to assist the administration/caring staff of CHAMAN to ensure smooth functioning of the institution.

3. SERVICES/FACILITIES

The children with intellectual disabilities (IDs) will be provided with the below mentioned services:

¹ Intellectual Disability has been defined as significant deficits in cognitive, functional and adaptive functioning of a child (DSM-5)

- i) Out-Patient Services (Assessment, Guidance and Counseling)
- ii) Day Care Services

3.1 Out-Patient Services - Assessment, Guidance and Counseling

- 3.1.1 The out-patient services will be available for parents seeking guidance, support or referral services for their children (IDs) from the medical professionals, psychologists or other therapy staff available at the institution.
- 3.1.2 The out-patient services will be available for all categories of intellectual disabilities. The assessment staff will assess the child and his/her parents will be psycho-educated to implement the interventions proposed by the assessment staff.
- 3.1.3 The Doctor, Psychologists and other therapists will conduct assessment to check the level of intellectual and adaptive functioning at the out-patient service unit of the Centre.
- 3.1.4 The Social Welfare Officer (SWO) will prepare a complete case history of the child.
- 3.1.5 The cases who need medical or psychiatric attention will be referred to Punjab Institute of Mental Health, The Children's Hospital or any hospital providing facility to IDs.
- 3.1.6 The schedule of availability of out-patient staff shall be displayed at the main notice board of the institution.

3.2 Day Care Services

The day care services will be provided to children (07-14years of age) having Mild or Moderate level of Intellectual Disability as per the following criteria:

- 3.2.1 Upon assessment report by therapists and willingness of parents, the children will be training and rehabilitation services during the daytime (09-1:00pm).
- 3.2.2 The children during their stay at day care will be provided with such types of care and rehabilitation which could improve their cognitive and adaptive functioning.
- 3.3.3 Each category of intellectual disability will be treated separately and separate training/therapy rooms will be designed for them.
- 3.3.4 The training and rehabilitation services must include, but not limited to; Social skills training, life skills training, basic academic skills, recreational activities, art & craft etc.
- 3.3.4 Boys and girls between the age range of 10 to 14years will be treated separately.
- 3.3.5 The Centre will also provide vocational training to the adults with mild intellectual disability according to their aptitude and interest. The vocational training programs will be designed in consultation with the advisory committee keeping in view the resources of institution and the interest of cases.
- 3.3.6 The services will only be given to those Children who have their parents alive (single or both) or any legal guardian available to pursue the training and rehabilitation services at Chaman.
- 3.3.7 The Centre will accommodate 30 children at day care facility and snacks or lunch may be offered to them after seeking budgetary approval from the department.

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3.3.8 The Centre may provide hostel facility to mild IDs who belong to other districts of Punjab, except Lahore, till the period recommended by the assessment and training staff.

3.3.9 The boarding facility will be provided to a maximum of 20 children after ensuring necessary arrangements of caring staff and the hostel facilities. The boarders will avail day care services as per the section (3.2.1-3.3.6).

3.3.10 Girls would not be admitted in the boarding facility.

3.3.11 The boarders will be provided three times meals as per the approved diet plan (Annex-C) and other boarding and lodging facilities (beddings, clothes, hygiene items etc.)

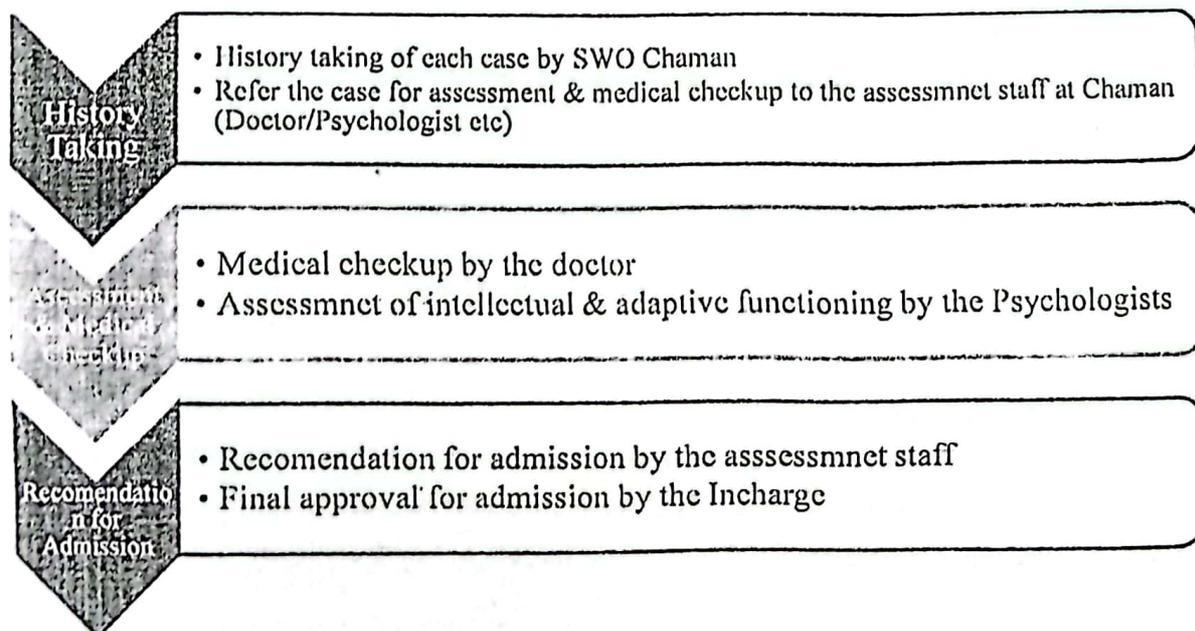
4. ADMISSION

4.1 The IDs between the age group of 07-14 years will be admitted at Centre after executing the process of assessment and recommendation of assessment staff (Doctor, Psychologists or other therapy staff at Chaman)

4.2 The admissions will remain open throughout the year, until the sanctioned capacity is fulfilled. However, formal advertisement regarding the services of Chaman shall be made by the Incharge through social media, departmental website or using other media platforms twice a year.

4.3 Early and deserving cases shall be given preference.

Figure 1: Admission process For Daycare/Boarding



4.4 The Parents will be required to submit the following documents after getting approval for admission at Chaman by the Incharge;

Documents Required for Day Boarders

Documents Required	Day Scholars	Boarders
Filled copy of Admission Form (to be obtained from the Incharge Chaman)	√	√
Two Passport size & one full picture of child	√	√
Birth Registration Certificate/Form-B	√	√
Copy of CNIC of Mother, Father or Guardian	√	√
Disability Assessment Certificate by DAB ² (optional)	√	√
CNIC of two witnesses	X	√
Affidavit attested by the Oath Commissioner RS-100/-(Specimen given as Annex-B)	X	√
Copy of recent medical examination or assessments performed by any Hospital (optional)	√	√
Referral letter (those referred by some institution/dept./NGO'etc)	√	√

4.4 Admission Fee

- 4.4.1 As mentioned in PC-I (1974), a nominal amount of Fee for day care and therapeutic services will be charged considering the socio-economic background of the parents.
- 4.4.2 The Centre may terminate services if fee is not deposited on prescribed fee receipt for consecutive two months.
- 4.4.3 For hotel facilities, fee will be charged keeping in mind the income of parents.
- 4.4.4 The fee schedule shall be prepared and implemented after consultation with the advisory committee of Chaman.

4.5 Sanctioned Capacity at Chaman

The Centre can accommodate 30 Day Scholars and 20 Boarders. However boarding will be given in exceptional cases with the approval of advisory committee Chaman.

5. DISCHARGE

- 5.2.1 Upon the advice of assessment staff, or on the request of parents, the child shall be discharged from the Centre at any point in time after necessary training.
- 5.2.2 The therapy/training staff will review the targets set and achieved during the stipulated time and prepare a report of each child accordingly.
- 5.2.3 Upon discharge the progress of each Case shall be shared with the guardian.
- 5.2.4 The assessment staff may refer the cases for further vocational training through referral partners or any opportunities that may promote self-reliance among the children.

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6. SAFETY AND SECURITY

The institution shall prioritize the safety and security of the children and Incharge will ensure adequate supervision, training of staff in abuse prevention and reporting, and appropriate physical security measures. This may include measures such as;

6.1. Regular Safety Inspections.

- 6.1.1. The Incharge shall ensure that CCTV Cameras are functional covering main entrance/exit, activity rooms, and the entire premises with the backup of recording for at least fifteen days.
- 6.1.2 The fire alarms and fire extinguishers must be placed and in working order. Moreover, emergency exit plan approved by Rescue 1122 shall also be displayed in the main corridor of the institution.
- 6.1.3 Armed Chowkidar/security guards must be deputed at the institution 24/7 serving at the main entrance of institution in alternate shifts.
- 6.1.4 The Incharge shall implement the emergency protocols and conduct staff trainings on fire safety, basic lifesaving skills, first aid and use of safety equipment's such as fire alarms, fire extinguisher etc with the support of Rescue 1122, Civil Defense or Pakistan Red Crescent Society at least on quarterly basis.

6.2 Monitoring of Visitors

- 6.2.1 The regular monitoring of visitors shall be done through CCTV cameras. Additionally, security guard on the main gate shall be trained and well-equipped to check the visitors through scanners and maintain proper record of visitors.
- 6.2.2 All the visitors shall be entertained during the official hours with the permission of Incharge. In case of boarders, the Incharge will display the visit schedule for the guardians/families of Boarders on the notice board of Chaman.
- 6.2.3 No visitor (except the visits directed by the competent authorities) shall be allowed to visit the institution after office hours.
- 6.2.4 No visitors shall be allowed to roam around the facility or interrupt the ongoing activities or intervention by the treatment staff.
- 6.2.5 All the visitors shall accompany the Incharge/Supervisor/Warden before visiting the therapy rooms or hostel area.

7. HEALTH CARE

The health and wellbeing of the children shall be considered as priority. The Incharge will make necessary arrangements for medical care, medication administration and emergency procedures in consultation/support of Medical officer/Pediatrician.

7.1 Medical Care & Nutritional Profiling

- 7.1.1 The Medical Officer having expertise in dealing with the developmental issues of Peads shall be available at the institution full-time and regular medical check-ups of each Case shall be made. Moreover, the maintenance of complete medical profile of each Case shall be ensured within a weeks of admission.
- 7.1.2 The parents/guardian will be responsible for provision of medication. Upon need, the Incharge may facilitate the deserving Cases through medical social officers.
- 7.1.3 The Medical Officer will also conduct awareness sessions on various topics related to health, hygiene, child care etc at least once a month for caring staff and guardian of the Children.
- 7.1.4 The medical officer will also ensure the follow-ups of treatment in true manner as and when required and the parents/guardian must be well-informed about the health status of their child.
- 7.1.5 Detailed medical examination of each child to investigate communicable or contagious diseases or viruses (e.g. T.B, Hepatitis, COVID etc) will be required before admission at Chaman to avoid any harm to other children.
- 7.1.6 The Incharge shall ensure that the examination record is maintained properly and readily available in the personal files of the Case.
- 7.1.6 Nutritional profiling of boarders will also be done on quarterly basis and dietary chart will be prescribed to the parents as per the suggestions of nutritionist. In case of boarders, the menu approved by the nutritionist shall be followed.

7.2 Psychosocial Support

- 7.2.1 The Psychologists and doctor will work as out-patient service providers and each case will be assessed with mutual cooperation. At least two Psychologists shall be available at the institution to ensure that each Case with intellectual developmental disorder receives comprehensive assessment and therapeutic interventions with the support of other therapy or assisting staff.
- 7.2.2 The Department of Social Welfare will facilitate the Psychologists to arrange the Psychometric tools required for the assessment of Cases and for this purpose the Incharge will send requisition to the Department.
- 7.2.5 Based on the assessment, the Psychologist will propose Individualized Education Plan (IEP) for each child and the plan will be implemented with the help of supervisors or other available staff and guardians.
- 7.2.7 The Psychologists will also provide Psycho-education to the parents/guardian of day scholars on day to day basis while the guardians of boarders will be counseled upon visit.
- 7.2.8 In case of any difficulties or supervised psychiatric or psychological needs, the Case may be referred for additional support from some hospitals, or experts in the field with the consent of parents and approval of Incharge.


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7.3 Speech Therapy

7.3.1 A Speech and Language Pathologist shall be available at the institute to deal with language and communication related problems of children.

7.3.2 The initial assessment of speech related issues shall be made within a week of admission the therapist must maintain the assessment and interventions record of each Case.

7.3.3 The speech therapist will also conduct awareness and counseling sessions for the guardian and caring staff on various topics such as management of different communication related issues etc.

7.4 Occupational Therapy

7.4.1 The Occupational therapist shall be available at the institution to provide occupational therapy to the children to help them regain independence in all areas of their lives.

7.4.2 The regular record shall be maintained for each session, activities and therapeutic interventions.

7.4.3 The occupational therapist shall equip the children with different skills to make them self-reliant and independent.

7.4.4 The Occupational therapist will also educate the guardians about the available socioeconomic empowerment opportunities and trainings for the children aligned with their interests.

7.5 Art & Craft

7.5.1 A regular art & craft instructor will be arranged to provide pre-vocational training to the children and enable them to enroll in vocational courses.

8. BASIC ACADEMIC SKILLS AND RECREATION

8.1 The Incharge will develop policies and procedures for the provision of basic academic skills that are appropriate for each child's needs and abilities with the help of available staff. The academic skills can be facilitated with the support of special educationist or the other support staff e.g. Supervisors etc.

8.2 Children with intellectual disabilities may struggle with socialization, but it's essential to promote opportunities for social interaction with peers and adults. This can help build social skills and reduce feelings of isolation. The Incharge will ensure out-going activities including sports, games and other tours for children at least fortnightly or once a month.

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9. Capacity Building of Staff

- 9.1 Specialized and technical trainings shall be arranged for the staff and Incharge in order to ensure a continuous improvement in the quality of services.
- 9.2 The Chaman's staff shall also be encouraged to identify their training needs through periodic appraisals.

10. GENERAL INSTRUCTIONS FOR INCHARGE / GUARDIAN / CARING STAFF OF THE INSTITUTION

Apart from ensuring smooth functioning of Chaman, these instructions have been formulated to ensure the holistic well-being of the children and to protect them from possible maltreatment, neglect or abuse.

10.1 Instructions for the Incharge

- 10.1.1 The Incharge will ensure provision of conducive environment to the staff for execution of daily activities and will ensure smooth functioning and provision of above mentioned services to the children.
- 10.1.2 Any improvements or deficits related to child's health or daily functioning must be shared with the parents/guardians of the concerned child authorized in the admission form through the support staff.
- 10.1.3 In case of any emergencies or crises the guardian of the child must be informed immediately.
- 10.1.4 The Incharge shall ensure provision of services as mentioned in section 3, either directly with the departmental support/ referrals/public private partnership/or with the support of advisory but all the service providers will report to Incharge.
- 10.1.5 Considering the sensitivity of the institution and welfare of children, the Social Welfare Department, Government of the Punjab shall ensure that the Incharge, training staff such as doctor, psychologist and/or other caring staff shall not hold any other additional charge or responsibility that may neglect the institution.
- 10.1.6 The Incharge must ensure that no external interference (e.g. political bodies or non-governmental organizations) may create hurdles in the administrative control/protocols of the institution.

10.2 Instructions for Caring Staff / Supervisors / Other Service Providers

- 10.2.1 The staff must inform/update each and every information related to the children to the Incharge.
- 10.2.2 The staff shall abide by all the rules and regulations made by the Incharge and shall strictly follow the duty rosters.
- 10.2.3 All the movements/family visitation record will be maintained by the supervisors.

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10.2.4 Corruption, threat, emotional or verbal or physical abuse, forced labour, prostitution, forced or imposed decisions, retention of children's personal property (including money) and violation of children's rights shall be considered as misconduct and the Social Welfare Department shall be justified in taking appropriate action in this regard.

10.2.5 Disciplinary action can also be taken by the Social Welfare Department, Government of the Punjab against the Incharge or any of its staff with regard to any alleged misconduct that is brought to the notice of the department.

10.2.6 Immediate action will be taken against the staff, referral services providers, the staff of public institutions, consultants and volunteers working with the children found guilty of abusing their power. Detailed Job descriptions of Incharge as well as staff is attached as Annex-A

10.3. Instructions for Parents / Guardians / Family

10.3.1 Family involvement would be encouraged by the institution and the families of children will be allowed to participate in their child's care, training and rehabilitation following the mentioned protocols.

10.3.2 The guardian of the Child shall be liable to pay a visit to the institution as per the schedule approved by the Incharge and the mother's/family support group will also be arranged to Psycho-educate the Parents/guardians.

10.3.3 The guardian may be called upon otherwise as or when required by the therapist through telephonic calls by the supervisors.

10.3.4 The boarders may visit home on weekends for maximum of two days or as suggested by the therapists. On special occasions or public holidays the boarders will not be entertained in the hostels. Parents/Guardian will be contacted telephonically by the supervisors Chaman, to take their Children to home.

10.3.5 The family may visit the institution to meet their children in hostels, as per the meeting schedule approved by the Incharge.

10.3.6 The visitors meeting the children have to mention their details on the meeting register and shall only be allowed if they have valid and original CNIC with them.

10.3.7 Only those relatives shall be allowed to meet the children whose names will be mentioned on the admission form of the boarders.

10.3.8 The Centre may refuse for services to those Cases whose families would be non-cooperative and non-complaint with the institutional rules and regulations (Day Scholars/Boarders).

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11. ADVISORY COMMITTEE

- 11.1 The advisory body for the institution will work as per the approved notification by the competent authorities (Annex-B).
- 11.2 The institution may seek additional support through advisory strictly adhering to the mandate of the institution and shall ensure that the service may not be abused in any way.
- 11.3 The Incharge will ensure maintenance of records related to advisory e.g. minutes of meetings, account details, donation register etc
- 11.4 In case of staff deputed by the advisory committee or any partner organization, the staff will work in coordination with the permanent staff hired by the department and will be answerable to Incharge.

12. CRISES INTERVENTIONS/EMERGENCY PROTOCOLS

- 12.1 In case of any health related emergencies or any uncertain happening at the institution; the Incharge shall be informed immediately by duty staff.
- 12.2 The Incharge as well as Supervisors or warden shall be available on phone calls 24/7 round the clock.
- 12.3 The Incharge must depute staff for any emergency situations and the duty roaster must be displayed at the notice board of the institution.
- 12.4 In case of health related emergencies of boarders, the deputed staff will manage to shift the child to nearby hospital through attendant or supervisors and necessary treatment will be provided.
- 12.5 The emergencies related to boarders shall be informed to the Parents/Guardian and proper record will be maintained.
- 12.6 In case of non-availability of official vehicle the movement of boarders will be made through Rescue 1122 or private vehicle managed by the deputed staff.
- 12.7 In case of any other emergency, the Incharge shall update the higher authorities for their guidance and directions.
- 12.8 The Incharge must arrange trainings for the staff on crises interventions and emergency management.
- 12.9 The emergency contact list shall be displayed at the institution. While the emergency exit plan approved by the Rescue 1122 shall also be displayed in the main corridor of Chaman.
- 12.10 In case of any Causality, the Incharge will seek guidance from the concerned Divisional Director and will act accordingly.

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13. REFERRAL MECHANISM

- 13.1 The Incharge shall develop liaison and may refer, depending upon the need, to the discussed facility for provision of additional service(s) through referral letter followed by a telephonic call to various institutions e.g. Hospitals, Special Education Institutes, Psychiatric Institutions, Shelter Homes or Vocational Training Institutions etc.
- 13.2 The list of referral partners shall be maintained in the office of the Incharge and may be updated as and when required.

14. COLLABORATIONS/PARTNERSHIPS

- 14.1 In case of missing facilities, the Centre may seek additional support from the available professionals NGOs/CBOs/CSOs/Private practitioners or Volunteers having good repute and expertise in the domain.
- 14.2 The modalities of any such collaborations/terms of engagements shall be decided in consultation with the Advisory Committee of Chaman and final decision by the Incharge will be communicated to the higher authorities (Divisional Director or DG if needed).
- 14.3 Each collaboration shall aim at achieving the objectives of Chaman by keeping in consideration the best interest of Children and all possible efforts shall be made to avoid exploitation or abuse to the children in any way.
- 14.3 Duplication or overlapping of services shall be discouraged in this regard.

15. WORKING DAYS AND HOURS

- 15.1 The Incharge will follow and implement the departmental schedule and working hours. The Incharge must depute staff, following a rotation scheme, a Child Care worker/Supervisor/Warden, attendant and security guard to be present on off-days and also during hours outside the working hours in order to ensure a continuous presence and security for the children.
- 15.2 Duty Roaster must be updated and displayed on the notice board on monthly basis.

16. RECORD KEEPING

The Incharge shall ensure proper maintenance of record to present in front of competent higher authorities during annual evaluation or audit. The record shall include but not limited to the following:

1. Admission and Discharge Registers	2. Personal Files of children
3. Movement Register	4. Daily Attendance of Staff & children
5. Inventories of Moveable & Immoveable Items	6. Donation Register
7. Stock Register, Cash Book, Log Book, Contingent Register	8. Schedule & Activity Record

etc	
9. Distribution of Dietary Items as Per the Menu	10. Issuance of Hygiene Items Record
11. Psychological, Physiotherapy, Occupational Therapy and Medical files	12. Social case histories of children
13. Recreational and educational activity register	14. Vaccination Register
15. Crises / emergency management trainings record	16. Monthly/quarterly/annual progress reports
17. Diary and Dispatch Record	18. Record related to collaborations/internships/volunteers etc

17. AUDIT & EVALUATION

The department will evaluate the progress of Chaman by conducting annual evaluation or audit to devise strategies for further improvement.

By the Order of Secretary (SW&BM)



(AMINA MUNIR)
DIRECTOR GENERAL
(SW & BM)

Endst. No. DGSW-PCRPD-Chaman SOP/2022-12400-18 dated 14-06-24 Lahore

1. The Principal, Social Welfare Training Institute, Lahore.
2. The All Directors, Directorate General Social Welfare & Bait-ul-Maal, Lahore.
3. The Divisional Director, Social Welfare & Bait-ul-Maal, Lahore.
4. The Deputy Director, Social Welfare & Bait-ul-Maal, Lahore.
5. The Incharge, Chaman, Social Welfare Complex, Township Lahore.
6. PS to Secretary, Social Welfare & Bait-ul-Maal, Punjab, Lahore.
7. PA to Director General, Social Welfare & Bait-ul-Maal, Punjab, Lahore.



(MUHAMMAD IRFAN GONDAL)
DIRECTOR (CRPD)
COUNCIL ON RIGHTS OF PERSONS
WITH DISABILITIES (CRPD)

ANNEXURES



ANNEX-A



CHAMAN (Training & Rehabilitation Centre for Children with Intellectual Disabilities)

JOB DESCRIPTION OF STAFF

The Social welfare officer (SWO) will serve as Drawing and Disbursing Officer (DDO) of the institution until the post of Superintendent is sanctioned and filled as mentioned in PC-I. The hierarchy and the job descriptions of all staff is mentioned hereafter.

Designation	JOB DESCRIPTION
Social Welfare Officer (BPS-17)	<ul style="list-style-type: none">• Responsible for overall administration, supervision and management of the institution• To implement the SOPs of the institution• Responsible for the process of admission, discharge and referral of cases in coordination with the therapy and training staff.• To maintain case histories of children (Day Scholars & Boarders)• To ensure the smooth execution of training and rehab services• To provide conducive environment for training and therapies• To mobilize resources for improved service delivery• To coordinate with advisory committee and maintain complete record of meetings and advisory account.• Responsible for financial affairs of the institution and overall record maintenance• To liaise with other relevant departments/Professionals to seek their support whenever needed or to refer cases.• To arrange activities, celebrations and trainings for children and staff• Follow-up of Cases• To comply with the departmental directions, rules and regulations
Psychologist (BPS-17)	<ul style="list-style-type: none">• Decide the cases for admission in coordination with SWO and medical officer.• Responsible for assessment of children in coordination with Pediatrician/medical officer or other therapy staff• To provide guidance, counseling and referral services to out-patients• To consult the case history taken by SWO for detailed assessment (Day

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- To check the adaptive functioning of the Child and propose individualized educational plans (IEPs) in assistance with parents/caring staff/supervisors/Attendants
 - Propose interventions for children
 - Follow-up of goals and activities
 - Family counseling/Psycho-education
- Senior Clerk
(BS-14)**
- Record keeping related to children
 - Maintenance of Diary and Dispatch record
 - Responsible for all financial record
 - Official letters preparation and submission
 - Maintenance of Stock /Store items
 - Any other assignment given by the Incharge
- Supervisor
(BS-11)**
- Responsible to supervise cleanliness of entire institution
 - Facilitate all affairs related to day care and boarding facility
 - To assist the therapy and training staff in smooth execution of interventions at day care and out-patient facility
 - To conduct activities with children as per the schedule issued by the incharge (day care)
 - To check the status of health and hygiene of all children
 - To administer medications prescribed by the doctor in time
 - To provide first aid as and when required
 - To monitor the quality and quantity of food and other services
 - To assist incharge in maintenance of record related to admission, discharge etc
 - Check security guards and their attendance (guards attendance register and visitors register)
 - Update Dispatch record in the absence of clerk
 - Any other task assigned by the incharge
- Warden
(BS-09)**
- Attendance of Children (Day care & Boarders)
 - Conduct basic academic tasks and other activities in coordination with supervisor
 - Check the clothing's and monitor proper hygiene of all children
 - Ensure meal arrangements on time as per menu
 - Issue daily stock to cook and maintain record on day to day basis
 - Maintain store properly
 - Report in-charge about the needs of children

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- Maintain family visitation and meetings register
 - Provision of medicines in the absence of supervisor (update medicine issuance register)
 - To accompany children in case of hospitalization or any other movement
- Cook (BS-05)**
- Make grocery list as per the menu
 - Ensure cooking and provision of meal as per the dietary schedule
 - Wash the utensils and maintain cleanliness of kitchen, refrigerator , oven etc
 - Any other assignment given by the Incharge
- Attendant (BS-02)**
- Provide full assistance to children in performing daily tasks (taking bath, brushing, dressing, eating etc)
 - Ensure hygiene of all children
 - To accompany children for medical check-ups
 - To assist psychologist and other staff during training and therapies
 - Shadow supervision of children in daycare & hostels
 - Any other task assigned by the incharge
- Aya (BS-02)**
- Check the dressing of all children
 - Maintain cleanliness of hostels
 - Assist the meal provision with cook
 - Check the clothing's and other hygiene stuff
 - Responsible for cooking in the absence of cook
 - Facilitate the supervisors and wardens in day care & hostel facility
 - Facilitate the washer man
 - Iron the clothes of boarders in the absence of washer man
 - Any other assignment given by the Incharge
- Naib Qasid (BS-02)**
- Responsible for the cleanliness of office and therapy rooms.
 - To attend the guests
 - To do out-door activities assigned by the Incharge and staff
 - Any other task assigned by the incharge
- Chowkidar (BS-02)**
- Ensure proper security arrangements at institution
 - Checking of visitors and maintenance of visitor register
 - Any other directions given by the Incharge
- Sweeper (BS-02)**
- Maintain overall cleanliness at institution (Indoor & outdoor)
 - Any other task assigned by the incharge

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Annex-B: Notification of Advisory Committee

TO BE SUBSTITUTED WITH SAME EVEN NO. AND DATE



GOVT. OF THE PUNJAB
DIRECTORATE GENERAL SOCIAL WELFARE,
& BAIT UL MAAL PUNJAB,
41-EMPRESS ROAD, LAHORE.

042-99204152
NOTIFICATION.

No. DSW-P&E-1(22)/18-LHR. The following members are hereby notified for the Advisory Committee for Centre Mentally Retarded Children (Chaman), Lahore, for a period of two years, with immediate effect.

Sr. No	Name and Contact Details Member	Designation
1.	Prof. Dr. Shazia Maqbool Professor of Developmental and Behavioral Pediatrics, Ex Pro Vice Chancellor, The Children's Hospital Lahore 0333-4206380	Chairperson
2	Prof. Dr. Masood Sadiq Vice Chancellor, University of Child Health Sciences, Lahore, or his Rep. 042-99230614	Member
3.	Prof. Dr. Rafia Rafique Director, Institute of Applied Psychology, University of the Punjab, Lahore 0300-4215694	Member
4.	Ms. Saira Shehzad, Remedial Therapist	Member
5.	Prof. Dr. Rehan Sadiq Shelkh Director, CAMB, 0333-4272012, 0312-4272012	Member
6.	Dr Asma Ali Khan Centre For Excellence In Molecular Biology (CEMB), 0300-4362799	Member
7.	Prof. Dr. Humaira Bano Director, Special Education Department, University of the Punjab, 0300-4355953	Member
8.	Prof. Dr Mehwish Arooj University College of Medicine and Dentistry, University of Lahore, 0324-4122224	Member
9.	Dr. Sehrish Farooq Psychologist, Chaman, Social Welfare & Bait-ul-Maal, Punjab, 0321-9440029	Member
10.	Mrs. Ayesha Chaudhry, 0327-8887898	Member
11.	Ms. Ayesha CEO, Fabrina, 0321 8491377	Member
12.	Mr. Pitras Dewan Church of Jesus Christ-latter day saint, 0306-4151704	Member
13.	Sheikh Muhammad Azeem Businessman (Owner of Coal mining and Pharmaceutical Companies), 0333-7807788	Member
14.	Social Welfare Officer, Chaman, Lahore	Secretary

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(DIRECTOR GENERAL)

Dated Lahore the 1st November, 2023

ENDST: No. DSW-P&E-1 (22)/18-LHR 17961-78

A copy is forwarded for information & N/A to.

- Divisional Commissioner, Lahore.
- Divisional Director, Social Welfare & BM, Lahore.
- Deputy Director, Social Welfare & BM, Lahore.
- SWO/incharge, Chaman, Lahore with the direction to circulate a copy to all members of Advisory Committee.

DIRECTOR (PLANNING & EVALUATION)

Annex-C: Diet Plan for Boarders

DIET MENU FOR CHAMAN

Days	Breakfast	Snacks 1	Lunch	Snacks 2	Dinner
Monday	1 Egg Omelette + Paratha + 1 Cup Tea	Any Seasonal Fruit	Meat Curry + Chappati	1cup Tea	½ Cup Sabzi + Chappati
Tuesday	Slices Of Bread + 1 Egg Omelette + 1 Cup Tea	Shami Kabab	1 Cup Rice + ½ Cup Daal	Popcorns	½ Cup Sabzi + 1 Chappati
Wednesday	1 Egg Omelette + 1 Paratha + 1 Cup Tea	Any Seasonal Fruit	½ Cup Chicken Salan + 1 Chapatti	Shamikabab	½ Cup Daal (Mix) + 1 Cup Rice
Thursday	Slices Bread + 1 Egg Omelette + 1 Cup Tea	1 Cup Barley Oats	½ Cup Sabzi Salan + 1 Chapatti	1 Cup Tea	Chiken Curry + 1 Chappati
Friday	1 Paratha + 1 Cup Tea	Any Seasonal Fruit	½ Cup Meat Pulao + Mint Raita	1 Cup Tea	½ Cup Sabzi Salan + 1 Chapatti
Saturday	Slices of Bread + 1 Egg Omelette + 1 Cup Tea	Any Seasonal Fruit	Alon Gosht Curry + 1 Chappati + Salad	Popcorns	½ Cup Daal (Mix) + 1 Chappati
Sunday	Naan Chanay + Halwa + 1 Cup Tea	Any Seasonal Fruit	½ Cup Dal + 1 Chapatti + ½ Cup Salad	Any Snacks (Chips, Biscuits Etc)	½ Cup Sabzi Salan + 1 Chappati

Note: Quantity of meal may vary as per the need of the residents.

Handwritten signature
B-6-24

2 تصویر چسپان کریں

داخل و اخراج فارم

لے لیر:

ہاسٹل:

داخلہ برائے:

بچے کا نام:	مذہب: پیدائش کا مسلح:
بچے کا موجودہ پتہ:	تاریخ پیدائش پیدائشی پر مبنی کے مطابق:
بہن بھائیوں کی تعداد:	بہن بھائیوں میں بچے کا نمبر:
والد کا نام	رابطہ نمبر:
حیات / فوت شدہ	اگر والد وراثت پاچکے ہیں (وراثت کا سرٹیفکیٹ لف کریں)
والد کا مکمل پتہ	پیشہ
ماہانہ آمدنی (تمام ذرائع سے):	ماں کا نام
رابطہ نمبر:	حیات / فوت شدہ
اگر والدہ وراثت پاچکی ہیں (وراثت کا سرٹیفکیٹ لف کریں)	بچے کی والدین میں سے کسی ایک کا نام یا پتہ کی ہو چکی ہے: ہاں نہیں
علیحدگی یا طلاق کی صورت میں والدہ کا موجودہ پتہ	طلاق نامہ کی مصدقہ کاپی
بچے کے بارے میں تفصیل اگر وہ کسی بیماری میں مبتلا رہا ہو:	
بچے کے ماں / باپ کے بارے میں تفصیل اگر وہ کسی بیماری میں مبتلا رہا ہو:	
بچے کو داخلہ کرنے والے شخص کا نام:	(اگر والدین کے علاوہ کوئی اور بچے کو داخلہ کر رہا ہے)
رشتہ:	مکمل پتہ
:	
(مشافعی کارڈ کی کاپی لف کریں)	

ادارہ ہذا میں بچے سے ملاقات کے لیے عزیز واقارب کی تفصیل:

13.6.24

رابطہ نمبر	رہائش کا پتہ	نام	
			۱
			۲
			۳
			۴

ادارہ ہذا میں آنے سے پہلے بحیثیت اگر کسی ادارہ میں رہا ہو تو اسکی تفصیل:

بچے کو داخلہ کرنے والے شخص کے دستخط/ نشان انگوٹھا

ادارہ کی انتظامیہ کے تاثرات و فیصلہ:

داخلہ کرنے والے فیسر/سٹاف کا نام اور دستخط:

ادارہ سے احسراج کی تفصیل

	تاریخ احسراج
	بچے کو جس شخص کے حوالے کیا اسکی تفصیل، نام، رشتہ، مکمل پتہ، بصرہ شناختی کارڈ کی کاپی، رابطہ نمبر
	ادارہ چھوڑنے کا وقت
	ادارہ سے احسراج کی وجہ
	دستخط وصول کنندہ

ادارہ سے احسراج کرنے والے آفیسر / اسٹاف کا نام اور دستخط
