



**PAKISTAN BAIT-UL-MAL
SCHOOL FOR
REHABILITATION OF CHILD
LABOUR**

POLICY

PAKISTAN BAIT-UL-MAL

(2020)

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INTRODUCTION

Child Labour is the work by children that harms them or exploits them physically, mentally, morally or by blocking access to education, which certainly needs to be abolished. Child labour is not an isolated phenomenon. It is an outcome of a multitude of socio-economic factors and has roots in poverty, lack of opportunities, explosive rate of population growth, outdated social customs and norms and a plethora of other factors.

The growing international demand to prevent, withdraw and eliminate child labour in all its forms, especially in the hazardous / worst form, which by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or moral of children. The International Labour Organization (ILO) lays special emphasis on elimination of child labour. The elimination of child labour is one of the core areas of activities of ILO and a number of conventions and recommendations have been adopted accordingly. The most important conventions are ILO convention 138 on “Minimum age” and convention 182 on “Worst form of child labour”. These conventions are considered the main global standard defining the principles for elimination of child labour.

The Government of Pakistan has signed an MoU with the ILO in 1994 committing full backup and support for International Programme on Elimination of Child Labour (IPEC) programmes in Pakistan. Pakistan ratified the convention 182 on “Worst form of child labour” in 2001, which aims to eliminate child labour in hazardous

sector. Elimination of child labour is one of the top priorities of Government of Pakistan. Keeping in view National Policy and Plan of Action to eliminate child labour has been announced by it, which lays out the frame work for concerted action for elimination of child labour. This all leads to government taking the driving seat in the campaign against child labour. Article-11 of the Constitution of Pakistan forbids slavery, forced labour and traffic in human beings. The rights of working children have been specifically protected. Article – 11 of the Constitution *inter-alia* provides that:

Federal Bureau of Statistics conducted a nation-wide survey for the estimation of child labour in Pakistan on the request of ILO–IPEC in 1996. According to survey report there are about 3.3 (m) child labour engaged in different trades. Majority of the child workers (73%) were found to be boys, while 27% were girls. The biggest employers of children in country are agriculturalists, brick kiln, small industries, carpet weaving, domestic services and urban informal sector etc. A sizeable number is self-employed doing menial jobs like vending, scavenging etc.

In response to worldwide clamor against hazards of Child Labour and Govt. commitments for eradication of Child Labour, Pakistan Bait-ul-Mal (PBM) set before it the onerous task to wean away children from this menace. To realize these objectives a network of centres was setup in November-1995 throughout the country. Worse hit areas like Sialkot soccer industry and carpet weaving units were specifically focused. Pakistan Bait-ul-Mal has a proactive child labour rehabilitation policy. A number of initiatives have been taken for

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the well being of working children. Efforts are made to withdraw them from work places with a view to bring them into mainstream of education through non-formal education.

Presently, **159** SRCL are imparting quality education to these neglected souls enabling them to live a life of honour and dignity. Out of total, two centres are specifically for girls and 11 centres for both boys and girls. Province and District-wise location is given at ([Annex-I](#)). The ILO conducted rapid assessment studies of bonded labour in different sectors of Pakistan in 2004, in collaboration with Ministry of Labour, Manpower and Overseas Pakistanis. They have identified areas of child labour alongwith its nature. While establishing SRCL these areas are focused. SRCL is opened on temporary basis with contractual staff in the disaster areas also, as and when required keeping in view the funds position. Poor orphans and street children are allowed to get admissions in these centers so that they may also be saved from child labour.

MISSION

To wean away child labourers from their hazardous work place and bring them into main stream of education.

1. OBJECTIVES

- Immediate withdrawal of children from hazardous and exploitative labour.
- Socio-Economic rehabilitation of working children through formal & non-formal education
- Universalization of Primary Education.
- Poverty alleviation and expansion of social safety nets.

2. SALIENT FEATURES

- Withdrawal of children in the age group 5-6 years from exploitative labour and rehabilitation through non-formal education.
- Primary syllabus to be taught in five years.
- Students and parents to be paid stipend and subsistence allowance for their pocket money and wage compensation respectively.
- Students to be provided free uniform, shoes, books and writing material.
- Free medical checkup on quarter basis to be carried out, but in case of ailment of student, he/she to be provided medical facility accordingly.
- Religious education and Pak. Studies to be specifically focused to make students true Muslim and better Pakistanis.
- Curricular activities to be conducted regularly for better grooming of these children.
- For smooth running of the centre and to ensure community participation a School Management Committee to be established.
- Community mobilization and awareness raising regarding child labour to be made.
- To develop data base on child labour of the respective district covered by SRCL.
- To promote co-ordination with functional and social partners.

3. REHABILITATION STRATEGY /IMPLEMENTATION MATRIX

3.1 Eligibility Criteria for Child Labour

Existence of hazardous industry/ bonded labour in following categories:-*

- Brick-kiln
- Carpet
- Mining
- Tannery
- Construction
- Glass bangle
- Domestic work
- Begging
- Agriculture and
- Any other declared category of above nature
- Availability of 120 Children between the ages of 5-6 years for admission in class-1.
 - a. Availability of child labour for five years.
 - b. Recommendations of concerned provincial Govt. Labour Department and Ministry of Labour, Manpower and Overseas Pakistanis guidelines.

* Based on study of Ministry of Labour, Manpower and Overseas Pakistanis

3.2 Selection of children

Realization of the objectives and success of the project lies in our ability to select and then wean away child from its work place. For the purpose, a Task Force will be constituted, comprising of the following:-

- Asstt Director or District Officer (if AD is not posted).
- A notable from the local area / a representative from any NGO working on child welfare.

Visits

The team will confirm the secondary data regarding Child Labour (if available), otherwise will conduct fresh survey for collection of data. It will perform a preliminary survey of the area to identify Child Labour and its location. The team will try to collect particulars of children working in hazardous conditions. One or two field workers of the area may also be hired for the purpose @ Rs. 150/- per day.

In light of first Visit Report, another visit to parents of such children will be arranged to convince them to get admission of their children in PBM-SRCL. In the mean time, building for the centre will be hired and furnished. Teacher and auxiliary staff will be appointed. A School Management Committee comprising of eight members will also be constituted. The control of centre will be handed over to Management Committee.

Note: The services of Assistant Director Labour, Inspector of Labour Department of concerned District may also be acquired for selection of students.

3.3 Admission

Children are required to apply on prescribed application form specimen (**Annex-II**) with a copy of Father or Guardian's N.I.C. Maximum thirty (30) children are to be admitted in one class. Process of admission would start in accordance with the academic year. However, to achieve target of 120 students the admission of students may be increased up to 60 (two classes) at a time, if required. Three seats will be reserved for physically disabled children other than child labourers.

3.4 Induction of Students due to Migration of Families

During study if a student leaves or discontinues his/her study due to migration of his/her family or of domestic problems, induction of students could be made through Labour Inspector or through SRCL School Management Committee to complete the approved strength of students at each centre. It will however, be ensured that deficiencies so made up, should be of child labour.

During the session the deficiencies of class I students may be completed from the reserve / waiting list of students already available with centre. Maximum five labour children in each centre can be admitted in different classes from formal schools against those students whose families migrates. However, if it is not possible due to some reasons, drop outs for class 2, 3, 4 & 5 may be compensated by inducting children in Class - 1

3.5 Syllabus

As prescribed by Federal or Provincial Text Book Boards, Syllabus of primary schools will be purchased directly from respective Text Book Boards, for teaching.

3.6 Uniform

Students

Boys	Girls	Requirement
Trouser (Grey) with belt	Shalwar (White)	Two
Shirt (Blue)	Shirt (Blue)	-do-
-	Scarf (White)	-do-
Vest (cotton)	Vest (cotton)	-do-
Socks (Black)	Socks (White)	-do-
Shoes (Black with laces)	Shoes (Black with laces)	One
Handkerchief	Handkerchief	Two
School Bag	School Bag	One
Sweater (Navy Blue)	Sweater (Navy Blue)	One

- An amount of Rs.4, 000/-per child for purchase of uniforms (two each for summer and winter as specified above) to be released in parents' accounts, within the available budget of each centre.
- Funds for both (summer and winter) uniforms to be released in parents' accounts in the month of April each year i.e. w.e.f. the start of new academic session.
- The concerned Provincial / Regional Director and District Officer will ensure provision of uniform to the students within the 15 days of release of funds to the parents' accounts.
- The best quality shoes to be purchased, preferably from Bata or Service
- Handkerchief to be prepared by trainees of Vocational / Dastkari Schools and provided to students.

Teachers:

Exempted

3.7 Class Session

The duration and commencement of study of these centers upto class-5 (primary level) is fixed in accordance with education department i.e. five (5) years.

3.8 Timing

Students:

Summer (15th April to 14th October):0800 to 1330 hrs.

Winter (15th October to 14th April) :0830 to 1400 hrs.

Teachers : 0800 to 1400 hrs.

Note: During the holy month of Ramadan working hours will be reduced by one hour.

3.9 Incentives to Student

- i) Free books and stationery (session wise)
- ii) Free uniform and shoes etc. (twice a year).
- iii) Free medical checkup on quarterly basis is carried out, but in case of ailment of student, he/she is provided medical facility accordingly.
- iv) To fill vacuum of family income students / parents will be paid: -
 - Stipend @ Rs. 10/- per day to the student on attendance basis to be paid through parents accounts maintained at designated Banks/ Post Offices on monthly basis.
 - Subsistence allowance as wage compensation to parents @ Rs.300/- per month will be paid through designated Banks/ Post Offices in advance. Attendance of student should be at least, 75 % in a month for grant of said

allowance. Maximum two children from a family can be admitted in SRCL but single subsistence allowance shall be paid to the family. This transfer of amount would be made after every two months on receipt of attendance report of students from SRCL.

3.10 Curricular Activities

- Recreational Programme i.e. games to be arranged in centre daily for half an hour from 11:00 to 11:30 A.M.
- Two study visits should be conducted in one academic year within jurisdiction of concerned district.
- Activities to be arranged on the eve of important Islamic, National and International Days.
- Organize socio-cultural functions, commemorating historic events and paying homage to distinguished leaders and reformers in various walks of life.
- Display the work done for eradication of “Child Labour” around the world.
- Inter School Competitions in extra curricular activities be arranged for encouragement of students. This may be extended upto different Provincial/ Regional level.

3.11 Library

A library having 250 books on different topics viz, Islamic literature, General knowledge, stories, history, Science, miscellaneous and books in local languages will be established for study of students and teachers.

3.12 Examination:

As per academic session of concerned province/ region, annual examination of Class V will be held under respective Federal or Provincial Elementary Board. Examination fee according to the prescribed rate per student to be paid to the concerned Board, for taking examination of the students. The expenditure involved would be debited to the concerned SRCL.

Passed out students will stay in SRCL till the commencement of academic session of 6th class of the Province / Region.

3.13 Result:

During vacations, teachers will prepare result and announce it within fifteen days.

3.14 Award of certificates:

On qualifying class five (V) School Leaving Certificates to be awarded to the children (as per specimen **(Annex- III)**). Special efforts to be made by the Provincial/Regional Directors /Deputy Directors to get the centers registered and then affiliated with Department of Education.

3.15 Vacations:

Summer and winter vacations will be allowed to the students, as observed in education department of concerned province / region.

3.16 Monitoring

The centre is to be monitored by Asstt Director or District Officer (if AD is not posted), who will visit the centre weekly basis and will submit consolidated report on monthly basis.

3.17 Model Projects

One SRCL at each Province / Region to be presented as Model Project. It will be equipped with all facilities for replication in other centres. Special awards / certificates to be given to the Provincial / Regional Office who produces best performance / results.

3.18 Teacher's Training

Training Workshops / Courses for SRCL teachers be arranged as and when required through Government or well reputed Non-Governmental Organizations (NGO's) in order to equip them with modern teaching techniques and make them aware of psychological needs of the labourer children.

4. LOGISTICS

4.1 Hiring of building

- i) The building being hired should fulfill all the primary school requirements i.e. minimum five class rooms, one for office, two bathrooms and sufficient place for assembly and play to avoid frequent shifting.
- ii) Building will be hired within the budget allocation on the subject head. In unavoidable position, building will be hired on high rent with justification, with the prior approval of Managing Director. However, Approval of lease agreement will rest with Director, Prov. /Reg. Office.
- iii) Duration of agreement should be at least one year.
- iv) Responsibility for annual white wash / paint / distemper and necessary repair, shall rest with the owner.
- v) Payment of utility bills shall be made by concerned SRCL.
- vi) For finalization of agreement, copies of registry of building or fard, NIC of landlord, representative of PBM, site plan and lease agreement will be required. Approving authority would be Provincial Director having powers equal to rent ceiling fixed for SRCL.
- vii) While hiring preference be given to handicapped friendly building.

4.2 Vicinity of SRCL

The District offices be preferably housed in the close vicinity of SRCL.

4.3 Shifting of centre

A centre will initially be opened for a period of five years to eliminate the child labour in that area. After this period the centre may be shifted to another place if no more child labour is available in

the area. The newly shifted place may also be confirmed by concerned Assistant Director, Labour / Labour Inspector for the presence of child labour.

4.4 Furniture

For classes

- Desk : 15 (one for two students)
- Bench : 15 (- do -)
- Black board : 01

For office

- Table : 6 (one for each class Room and rest for office)
- Chairs : 08 (- do -)
- Books Shelves : 03
- Steel Almirah : 03
- Steel Cabinet : 01

4.5 Sports items (For each class)

- Foot ball : 03
- Badminton rackets : 06
- Badminton net : 01
- Shuttle box : 03
- Carom board : 03

4.6 Purchases

<u>Kind of Tender</u>	<u>Revised Monetary Limits</u>
i) Open Tender	Rs. 100,000/- & above
ii) Limited Tender	below Rs.100, 000/-
iii) Single Tender	below Rs. 25,000/-

4.7 School Purchase Committee

- Upto Rs.5000/-.

Following purchase committee shall be constituted:-

- Teacher Incharge : Convener
- ◆ Teacher : Member
- ◆ Qaria/ Qari : Member

Note: Audit is to be carried out by Assistant Director (Accounts) of the concerned Provincial /Regional office on quarterly basis.

Approving Authority: Provincial / Regional Director

- Above Rs.5000/-.

- ◆ Deputy Director : Convener
Provincial or Regional Office
- ◆ Assistant Director (Accounts or Admin): Member
- ◆ Asstt Director or District Officer : Member
(If AD is not posted)
- ◆ Teacher Incharge (concerned) : Member

Approving Authority: Provincial / Regional Director

4.8 Installation of Telephone

One telephone will be installed in each centre at the fixed ceiling of Rs. 1000/- per month.

4.9 Provision of Grate / Stove

Two Grates / Stoves to be provided. Each centre is authorized to spend Rs. 1500/- per month for four months of winter i.e. November to February.

4.10 Provision of bicycle

Attendant of each SRCL will be authorized for one bicycle.

5. HUMAN RESOURCES

5.1 Teachers (No. of posts: 05)

Qualification:

- ◆ M.A. – M.Ed., B.A. / B.Ed. (one seat) BPS-16
At least 2nd Division
With two years experience
- ◆ B.A. – B.T./B.Ed, & M.A. (Two Seats) BPS-14/15
EST*/SV* / PET* / Drawing Master
/ PTI*/ CT
- ◆ FA. CT* or BA (Two Seats) BPS-11

5.2 Teacher Incharge

One teacher shall be appointed in **BPS-16**, who will act as Teacher Incharge to perform administrative duties, also.

* EST (Elementary School Teacher), SV (Senior Vernacular)
PET(Physically Education Training), PTI (Physical Training Instructor),
CT (Certified Teacher).

5.3 Qaria or Qari (Muallim ul Quran)

(a) One Qaria or Qari to be appointed in each centre in BPS-07 if she/he possesses the following qualification:

- F.A.
- Certificate holder in Tajweed / Qirat-ul- Quran from registered Madrissah.

(In above case she/he will be a full time teacher and shall also be Muallim ul Quran.)

OR

(b) If Qaria/ Qari do not fulfill the above qualification she/he may be appointed at fixed pay as determined by Fed. Govt from time to time (poverty line). In this case the minimum qualification will be as under: -

- Middle preferably Matric
- Certificate Holder in Tajweed / Qiraatul Quran from registered Madrissah.

(For fresh appointment in un-avoidable circumstances the age of Qari will not be less than 45 years.)

5.4 Auxiliary Staff

- ◆ Attendant - BPS-01
- ◆ Security Guard - BPS-01 OR at fixed pay as determined by Fed. Govt from time to time (poverty line) with duty hours from 1500 Hrs to 0800 Hrs of next day.
- ◆ Sweeper (Part Time) - Rs.4000/- p.m. as wages.

5.5 Job description

Asstt Director or District Officer (if AD is not posted)

- ◆ Responsible for arranging admissions in SRCL.
- ◆ To ensure proper selection of child labour and to wean them away from their work place for admission.
- ◆ To arrange meetings of Management Committee in District Office premises.

District Officer will arrange Transportation for Recreational trip for students.

Teacher Incharge

- ◆ To make day-to-day expenditure in consultation with District Officer from imprest money, and maintain proper record.
- ◆ To conduct assembly of the children for Morning Prayer and physical education.
- ◆ To arrange recreational trip out of centre within district biannually in addition to daily recreational incentives (games) within the budget provision of centre under respective head "Transport / Recreational tour".
- ◆ To appraise parents with the procedure for opening of Saving Accounts in designated post office and arrange transfer of monthly subsistence allowance and students stipend_by coordination with District Officer in order to ensure timely payment.

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- ◆ To take care of health of children with help of visiting Doctor on quarterly basis and to provide medicines to students on prescription of Doctor as per budget line.
- ◆ Inform the parents and students about apprenticeship, vocational and Skill Development Programs for SRCL students of 4th & 5th Class.

Teacher

- ◆ To impart non-formal education.
- ◆ To develop and maintain school discipline.
- ◆ To give psycho-analytical treatment to students with care and affection besides day to day teaching.
- ◆ To check uniforms and cleanliness of children.

Qari or Qaria

- ◆ During study hours, students to be taught complete prayer with translation, six Kalama's and two sayings of Holy Prophet (S.A.W.) daily.
 - ◆ During four years stay, students to learn complete "Holy Quran" Nazera.
 - ◆ To remain in centre full time.

5.6 Leave Rules

- Teacher Incharge will submit his/ her leave request to Asstt. Director (Education), Provincial / Regional Office for approval.

- All teaching and auxiliary staff will submit leave request to Teacher Incharge for approval and Teacher Incharge will approve the same and submit to Prov. /Reg. Office for information.
- All kind of long leave (e.g. earned, maternity, medical, iddat leave) of all teaching and auxiliary staff to Prov. / Reg. Office for approval through Teacher Incharge as per rule.

Teacher Incharge

Teacher Incharge would be Administrative Head of the Centre.

- To keep contact with parents of children in order to assist them in opening of accounts in designated Post Offices.
- To make day-to-day expenditure in consultation with Co-signatory (Senior Teacher) from imprest money, and maintain proper record.
- To conduct assembly of the children for Morning Prayer and physical education.
- To arrange recreational trip out of centre within district biannually in addition to daily recreational incentives (games) within the budget provision of centre under respective head "Transport / Recreational tour".
- To transfer @ Rs.50/- monthly basis in the parents account to take care of health of children as per budget line.

- Inform the parents and students about apprenticeship, vocational and Skill Development Programs for SRCL students of 4th & 5th class.

5.7 Induction of teachers on temporary basis

- ◆ Provincial Director on receipt of maternity leave application as well as resignation from service will initiate the case immediately for induction of teachers on temporary basis (as daily wages) and to ensure that incumbent teacher joins centre one day before the actual teacher proceeds on leave or resigns.
- ◆ In case of sudden absence or resignation of a teacher, all procedural formalities to be completed within 15 days to fill the vacant post to avoid the loss of time of students.

6. MONITORING AND EVALUATION

6.1 Monitoring and Evaluation by Head Office

Monitoring and Evaluation Wing of PBM will carry out planned and surprise visit of SRCL throughout the country in order to ascertain the running and effectiveness of the centres as per laid down policy. It will submit report to the Managing Director. Minimum one third of the centres in each province / region shall be visited by M&E Wing during a calendar year.

6.2 School Management Committee

For smooth running of centre and achieving better results, a School Management Committee will be constituted, comprising of the following:-

- | | |
|--|---------------|
| i) Assistant Director or District Officer
(If AD is not posted) | : Convener |
| ii) Teacher Incharge | : Member/Secy |
| iii) Principal Govt. Girls School | : Member |
| iv) Female Rep. of Local NGO
(if available) | : Member |
| v) D.E.O.(Education) or his Rep. | : Member |
| vi) Labour Department Rep. | : Member |
| vii) Divisional Incharge (Education)
of PBM (if available) | : Member |

6.3 Mandate

Management Committee will ensure transparency in the implementation of the following: -

- To make efforts for enrolment of children.
- Proper Education.
- Discipline in school.
- Subsistence allowance distribution strictly according to prescribed rules.
- Students' stipend distribution strictly according to prescribed rules.
- Medical Care
- To advise on administrative, technical and financial matters.
- To arrange admission of labour children against the dropouts either with coordination of labour Inspector or through committee members.
- To ensure implementation of PBM-SRCL Policy.

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- To highlight problems of child labour and its elimination.
- To launch publicity campaign of the centre at local level.
- To contact local employer's federations in order to secure jobs for children who complete their education / training.
- No outside interference

Committee will meet every month. The names of Management Committee members will be displayed in School. A minute book will be prepared at each centre which will be written by Teacher Incharge / Secy. signed by all members of Management Committee and decision would be recorded in that book.

7. BUDGET AND ACCOUNTS

A bank account to be maintained and operated Jointly by Teacher Incharge and Co-signatory (Senior Teacher).

Teacher Incharge to forward monthly expenditure and progress report regularly by 5th of each month to Provincial / Regional Office whereas Director, Provincial / Regional Office to submit consolidated report of centers to head Office.

7.1 Release of funds

Funds for operation of Projects will be released quarterly, on the basis of available balances on the last day of the quarters. Provincial / Regional offices will ensure that demand for release of quarterly funds on devised Performa along with bank statements reaches PBM Head Office (Finance Branch) by 5th of each 1st month of the next quarter e.g. July, October, January and April.

7.2 Petty Cash

Each centre shall be allocated Rs. 10,000/-(Rupees ten thousand only) as imprest money to meet day-to-day expenses. Cash and Bank Book shall be maintained by the Co-signatory (Senior Teacher) under supervision of Teacher Incharge.

8. AUDIT

Purchases to be made after pre-audit by concerned Provincial / Regional Headquarters. While Audit section Head Office will conduct post audit on annual basis.

9. FOLLOW UP OF PASSED OUT STUDENTS

Children passing out from PBM-SRCL will be admitted in Government schools for further education upto 8th class. On passing class V the students will be admitted in Government

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Schools for higher education under PBM District Officer arrangements / supervision.

On receipt of documentary evidences on the prescribed format (**Annex-VI**) Director Provincial/Region to forward request to PBM Head Office for release of funds @ Rs. 4100/- per student annually, as under:

- i) Education Stipend : Rs.1200 per annum
 - ii) Purchase of books/stationery: Rs. 500 per annum
 - iii) Parent subsistence allowance: Rs. 2400 per annum
(Through designated post office)
- Total: - : Rs.4100 per annum

One time Repeater Student will not be allowed again Education Stipend in a same class, however, He/She will be granted said stipend in next class. Whereas, two-time Repeater will be dropped out from the list of PBM.

After 8th class, the children desirous of continuing further studies will be covered under PBM – IFA (Education) policy. However, in those provinces where education is declared free upto secondary level with effect from 01.04.2003 i.e. Punjab, Sindh and NWFP the compensation package shall be as under:-

- i. The “Education Stipend” amounting to Rs. 1200/- per annum will be paid to the parents of the students thus enhancing the Parents

Subsistence Allowance from Rs. 2400/- to Rs. 3600/- per annum @ Rs. 300/- per month through nearest Post Offices.

- ii. At the end of each quarter i.e. after every three (03) months District Officer will be required to produce a certificate duly signed by concerned Head Master / Head Mistress of school that the child is regularly studying in Government school. The next quarter installment of Parents Subsistence allowance would be released after receipt of certificate.
- iii. In those Provinces where minor amount is being charged as registration / tuition fee the same would be paid by the parents for their monthly subsistence allowance at the time of admission.

Procedure

PBM Head Office to release funds through bank to bank transfer in Provincial / Regional Bank Account. Thereafter, provincial office shall issue cheque/ MT to respective District Officer, who will release one cheque amounting Rs. 2400/- to postal authorities for payment of subsistence allowance to children's parents on monthly basis @ Rs.200/- per month and another amounting Rs.1700/- to concerned school Headmaster for adjustment of annual expenses (i.e. tuition fee, syllabus books / stationery, examination fee etc) and return the

remaining amount (if any) to the concerned child for meeting personal expenses.

Note: All cheques shall be crossed and clearly marked as "Payees Account only".

9.1 Vocational Training for Students of SRCL

Vocational Training is to be imparted to the students of Class 4th and 5th of SRCL.

10. PARENTS REHABILITATION PROGRAMME

Pakistan Bait-ul-Mal has started a programme for rehabilitation of parents to alleviate poverty, the main cause of child labour. Through network of its School for Rehabilitation of Child Labour the parents have been provided a platform to discuss their issues not only with each other but with Management Committee as well, the officials of PBM.

The existing scheme for operation of child labour schools provides subsistence allowance to the parents, which is wage compensation. Through this rehabilitation programme, parents of children enrolled in SRCL are asked to propose/select any small level business or work either to start or promote existing work. They are asked to submit a proposal in writing with the help of PBM staff for any income generating or income-promoting proposal for themselves. The monetary limit is upto Rs. 5000/- maximum, to be given as a loan to the parents, in witness of another parent member. Recovery is to be made from subsistence allowance.

11. FUTURE VISION

- Initially the Centres to be upgraded upto the Middle and then to Matric level
- Vocational Training to be imparted to the desirous students.

**Annexes
(I to VI)**

Annex-I

**DISTRICT-WISE
DETAIL OF CENTRES**

SUMMARY

No.	Province/ Region	Districts (Nos.)	SRCL (Nos.)
1	Punjab	37	73
2	Sindh	30	36
3	KPK+FATA	22	25
4	Balochistan	11	14
5	ICT+AJK	6	6
6	Gilgit - Baltistan	5	5
Total:		111	159

PUNJAB-I LAHORE		
Sr. No.	District	Centres (Nos.)
1	Bhakkar	1
2	Chiniot	1
3	Faisalabad	3
4	Gujranwala	3
5	Gujrat	2
6	Hafizabad	1
7	Jhang	2
8	Kasur	2
9	Khushab	1
10	Lahore	8
11	M.B. Din	2
12	Mianwali	1
13	Nankana Sahab	2
14	Narowal	2
15	Sargodha	3
16	Sheikhupura	3
17	Sialkot	5
18	T T Singh	1
		43

SOUTH PUNJAB MULTAN		
Sr. No.	District	Centres (Nos.)
1	Bahawalnagar	2
2	Bahawalpur	2
3	Dera Ghazi Khan	1
4	Khanewal	3
5	Layyah	1
6	Lodhran	1
7	Multan	3
8	Muzaffar Garh	2
9	Okara	1
10	Pakpattan	1
11	Rahim Yar Khan	1
12	Rajanpur	1
13	Sahiwal	2
14	Vehari	2
		23

SINDH

Sr. No.	District	Centres (Nos.)
1	Badin	1
2	Dadu	2
3	Ghotki	1
4	Hyderabad	4
5	Jaccobabad	1
6	Jamshoro(Kotri)	1
7	Kamber	1
8	Karachi	12
9	Kashmore	1
10	Khairpur	1
11	Larkana	1
12	Mir Pur Khas	1
13	Matiali	1
14	Mithi	1
15	Nawab Shah	1
16	Noshero Feroze	1
17	Shikar Pur	1
18	Sukkur	1
19	Tando Allahyar	1
20	Tando Muhammad Khan	1
21	Thatta	1
22	Umer Kot	1
23	Sajawal	1
Total:		37

KPK

Sr. No.	District	Centres (Nos.)
1	Abbottabad	1
2	Bajaur Agency	1
3	Bannu	1
4	Buner	2
5	Charsadda	1
6	Chitral	1
7	Dera Ismail Khan	1
8	Dir Lower	1
9	Haripur	1
10	Kohat	1
11	Landi Kotal	2
12	Mansehra	1
13	Mardan	2
14	Mohmand Agency	1
15	Nowshehra	1
16	Orakzai Agency	1
17	Peshawar	1
18	Shangla	1
19	Swabi	1
20	Swat	1
21	Tank	1
22	Abbottabad	1
23	Bajaur Agency	1
24	Bannu	1
Total:		24

BALUCHISTAN

Sr. No.	District	Centres (Nos.)
1	Gowadar	2
2	Khuzdar	1
3	Lasbella (Hub)	2
4	Loralai	1
5	Naseerabad *	1
6	Pishin	1
7	Quetta	2
8	Turbat	1
9	Sibbi	1
10	Noshki	1
11	Jaffarabad	1
Total:		14

* To be shifted to Quetta

ICT+ AJK

Sr. No.	District	Centres (Nos.)
1.	Bhimber	1
2.	Islamabad	1
3.	Mirpur	1
4.	Muzaffarabad	1
5.	Sundhnoti	1
6.	Bagh	1
7.	Attock	2
8.	Chakwal	2
9.	Rawalpindi	1
10.	Jhelum	2
Total:		13

Gilgit-Baltistan

Sr. No.	District	Centres (Nos.)
1	Diamir	1
2	Ghanche	1
3	Ghizer	1
4	Gilgit	1
5	Sakardu	1
Total:		5

Annex-II

**REGISTRATION AND
ADMISSION FORM**

Reg.PBM _____

Roll No. _____



**SCHOOL FOR REHABILITATION OF
CHILD LABOUR**

PAKISTAN BAIT-UL-MAL

Registration & Admission Form

Session: Winter / Summer

Centre _____

Student's Information

Student's Name: _____ Father's Name: _____

Personal Address: _____

Age _____ Sex _____ Date of Birth _____ Father's Income _____

Number of Family Members _____ Sig./Thumb of Father's/Guardian _____

Recommendations

Work Place _____ Working Period _____ Personal Health _____

Recommended by:

Member(SMC) _____ Member (SMC) _____ Convenor(SMC) _____

PBM Provincial/Regional/District Office

Remarks: _____

Teacher Incharge

Assistant Director(Projects)

Director(Prov./ Reg.)


Annex-III

**SCHOOL LEAVING
CERTIFICATE**

Sr. No. _____

PAKISTAN BAIT-UL-MAL

SCHOOL FOR REHABILITATION OF CHILD LABOUR



District _____

SCHOOL LEAVING CERTIFICATE

Registration No. _____

Name in Full: _____

Father's Name: _____

Caste & Religion: _____

Date of Birth (in words) _____

In Figure _____

Date of Admission: _____

Conduct: _____

Date Leaving School: _____

Last Class attended: _____

Reason for Leaving School: _____

Remarks; if any: _____

Certified that above information is in accordance with School Register, record, maintained for the purpose.

Teacher Incharge _____ Assistant Director/ I.O. _____

Signature with Seal

Signature with Seal

Annex-IV

**MONTHLY PHYSICAL
PROGRESS REPORT**

SCHOOL FOR REHABILITATION OF CHILD LABOUR

Province / Region _____

Name of Centre	Class-wise Students Strength					Gender		Staff Strength		Last date of Provision of				Paid upto			Management Committee Meeting held on	
	1	2	3	4	5	Total	Male	Female	Teacher	Other	Books, Bags & Stationery	Uniform	Shoes	Parents & Allowance	Daily spends	Monthly Rent		Building Rent
TOTAL :																		

Annex-V

**STANDARD BUDGET
FOR
ONE SRCL**

SRCL BUDGET AT GLANCE AND COMMENTS*(In Pak Rupees)*

Sr. No.	Budget Head	standard budget)	Allocated budget 2018-2019	Remarks
1.	Pay & Allowances	2,400,000	1,999,200	<p>Following staff is sanctioned in one SRCL: Teacher Incharge (BPS-16) – 1 Senior Teacher (BPS-15) - 1 Teacher (BPS-14) – 1 Junior Teacher (BPS-11) – 2 Qari (BPS-7) – 1 Attendant (BPS-1/2) – 1 Security Guard (BPS-1/2) – 1 Sweeper (part time)</p> <p>The case regarding extension of incentive allowances and house rent allowances is also under process.</p> <p>Further, it is also added that a promotion policy for SRCL and WEC staff is also circulated. In case of grant of higher pay scales to the staff, the budget will need enhancement.</p>
2.	Reading & writing material	70,000	58,310	Keeping in view the inflationary trends in the country, the said ceiling is very low against (120) students in one SRCL.
3.	Sports goods	5000	4165	-
4.	Medicines & medical aid	5000	4165	The ceiling may be enhanced keeping in view the staff and students.
5.	Utilities	50,000	41,650	The utilities rates are increased in the recent years. Therefore, in consultation with the Director concerned, the same may also be enhanced.

PBM- SRCL

6.	Building Rent	230,000	191,590	In the last (2) years, number of cases are received regarding increase in the building rent from Prov. Directors. Therefore, monthly rent ceiling may be kept at Rs. 25,000 for each SRCL.
7.	Uniforms	500,000	416,500	The uniform for winter & summer is provided in each SRCL.
8.	Personal maintenance of students	10,000	8330	-
9.	Repairs & maintenance of goods	20,000	16,660	-
10	Transportation	10,000	8330	-
11	Celebration of important days	10,000	8330	The amount is very low. It needs to be enhanced e.g 23 rd March, 14 th August, 6 th September, and 25 th December.
12.	Misc & general expenditures and TA/DA	75,000	62475	Misc & General Expenditures may be separated and separate head for TA/DA may be inserted in the budget. TA / DA may be enhanced keeping in view the revised TA / DA ceiling.
13	Student stipend	400,000	333,200	Daily (10) rupees is given to a child on attendance system. While (120) students exist in (159) SRCL.
14	Parents Subsistence Allowance	450,000	374,850	Monthly fixed Rs. 300/- is given to the parents of children.
15	Furniture & Fixtures and furnishing	50,000	41,650	The same may be deliberated in consultation with the concerned Director.
16	Registration & renewal of centre	10,000	8330	The same may be deliberated in consultation with the concerned Director.

PBM- SRCL

17	Staff training & refresher courses	20,000	16,660	-
18	Advertisement	10,000	8330	-
19	Passed out students	175,000	145,775	3000/- may be given to each passed out student so the amount will come to Rs. 90,000/-
Total		4,500,000	3,748,500	

Moreover, additional budget is required according to justification below:-

Additional Budget Required

2. Enhancing the scope of PBM SRCL by adding 30 street children in these schools, additional budget required for financial year 2019-20.

Approximate Additional Yearly Cost of 30 Street Children

Approximate additional yearly cost of 30 street children will be as under:

Incentives to Street Children	Additional Cost
Yearly cost of books, stationary (session wise), uniform & shoes (twice a year) for one child	Rs.5,000
For thirtystudents per SRCL (5000*30)	Rs.1,50,000
Students daily stipend @Rs.10/- per day on attendance basis	Rs.300
Yearly cost of students stipend for 30 students(300*30*12)	Rs.1,08,000
parents subsistence allowance (PSA) @Rs.300/- as wage compensation per child per month	Rs.300
Yearly cost of PSA for 30 students(300*30*12)	Rs.1,08,000
Yearly cost of One Teacher per SRCL (15,400*12)	Rs. 18,4800
Total yearly cost for 30 students per SRCL (Rs.1,50,000+Rs.1,08,000+Rs.1,08,000+Rs. 18,4800)	Rs. 550,800
Total Yearly cost for 7 SRCL (550,800*7)	Rs. 3,855,600 (3.855million)

One Time Additional Cost for Furniture

Approximate One Time Additional Cost for Furniture will be as under:

One time cost for 15 benches per SRCL(4,000*15)	Rs.60,000
Total One time cost for 90 benches for 7 SRCL(4,000*105)	Rs.420,000

PBM- SRCL

3. Enhancement In Students Daily Stipend And Subsistence Allowance As Wage Compensation To Parents

Budget Head	Students	Months for PSA	Working Days per Year for Students Daily Stipend	Existing Rate	Required Budget as per Existing Rate	Standard Budget	Current Budget Allocation After 16.70% cut	Revised Rate	Budget Required after revised rate per PBM SRCL	Additional Budget Required per PBM SRCL	Total Impact (159) Million
Students Daily Stipend	120		333	10	399600	400000	333200	30	1198800	865600	137.63
Parents Subsistence Allowance (PSA)	120	12		300	432000	450000	374850	600	864000	489150	77.7749
Total											215.41

Annex-VI

**FORMAT FOR PASSED
OUT STUDENTS**

<p>PAKISTAN BAIT-UL-MAL Data of SRCL's Passed out Student Admitted in Govt. School for Higher Education</p>	
<p><u>CERTIFICATE</u></p>	
<p>It is certified that Mr. /Miss _____ S/o, D/o _____ is regular student of this school and studying in class _____ under Roll No. _____ Session (From _____ To _____). His / her date of birth as per record is _____ He/ she has not failed during the previous year.</p>	
<p>Verified by: Concerned Headmaster/ Headmistress (Signature with Seal)</p>	
<p><u>PERSONAL DATA OF STUDENT</u></p>	
Name of Student _____	
Father's Name _____	
Name of Ex-SRCL _____	Reg. No. _____
Year of admission SRCL L (Class-I) _____	
Year of Passing Class 5th (SRCL) _____	Roll No. _____
Year of admission in Class 6th (SRCL) _____	Roll No. _____
Present class _____	Roll No. _____
Date of last stipend paid on _____	Amount (Rs.) _____
Present Age _____	Ex-Trade _____
Asstt. Director / I.O (Signature with seal)	Teacher Incharge (Signature with seal)
<p><u>Pre-audited by:</u> Asstt. Director (Accounts/ Audit) Provincial/ Regional Office (Signature with Seal)</p>	