



Government of West Bengal
Office of the Sub-Divisional Officer,
Barrackpore, North 24 Parganas
Phone-033 2592 0616; Fax-033 2592 0814
E-mail: sDOBarrackpore@gmail.com

Memo No. 20(16)/DMD/Bkp

Date 30.01.2023

To
The Child Development Project Officers
_____ (All) Urban Projects
under Barrackpore Sub-Division.

Sub: Formation of Child Protection Committees at ULB Levels and Ward Levels.

As the Child Development Officers are the Member Convener of Child Protection Committees at ULB Levels and Ward Levels, all Child Development Project Officers of Urban Projects under Barrackpore Sub-Division are requested to complete the formation of Child Protection Committees at ULB Levels and Ward Levels within 15th February, 2023 positively in consultation with the Chairman, (Chairperson of ULB Level Committee) and Councillors (Chairperson of Ward Level Committee).

This may be treated very urgent.

For any queries Sri Surajit Ghosh, WBCS (Exe.), Deputy Magistrate & Deputy Collector, Barrackpore Sub-Division (Mob: 8001100302) may be contacted.


Sub Divisional Officer
Barrackpore, North 24 Parganas

Memo No. 20(16)/1(36)/DMD/Bkp

Date 30.01.2023

Copy forwarded for information to:-

1. The Additional District Magistrate (Try.), North 24 Parganas, Barasat
2. The Chairman, Kanchrapara / Halisahar / Naihati / Bhatpara / Garulia / North Barrackpore / Barrackpore / Titagarh / Khardaha / Panihati / Kamarhati / Baranagar / North Dum Dum / Dum Dum / South Dum Dum & New Barrackpore Municipality
3. The District Social Welfare Officer, North 24 Parganas, Barasat
4. The D.P.O., ICDS, North 24 Parganas, Barasat
5. The Officer-in-Charge, ICDS, Barrackpore
6. The Executive Officer, Kanchrapara / Halisahar / Naihati / Bhatpara / Garulia / North Barrackpore / Barrackpore / Titagarh / Khardaha / Panihati / Kamarhati / Baranagar / North Dum Dum / Dum Dum / South Dum Dum & New Barrackpore Municipality


Sub Divisional Officer
Barrackpore, North 24 Parganas

Sl No	Member	No. of Members	Designation in the BLCPC
7	EOME/ LEOME (To be nominated by BDO)	1	Member
8	Chairpersons of all GPLCPCs	All	Member
9	CWPO, local Police Station	1	Member
10	Representative from DCPU	1	Member
11	PLV (To be Nominated by DLSA)	1	Member
12	Representative of Maha Sangha (if exists)	1	Member
13	Representative from Sangha Sambay	1	Member
14	Reputed NGO/CBO working on Child Protection(If available to be nominated by Chairperson)	2	Member
15	Child line Representative	2	Member
16	Parents (To be nominated by the Chairperson/Vice-Chairperson)	1	Member
17	Two Child members Nominated by BDO in the age group of 12-18 Years	4 (2Boys+2 Girls) + 1 other if exists	Member
18	Superintendent of Government run CCI/ SAA located in that area	1	Member

A. Composition of Ward Level Child Protection Committee (WLCPC)

Sl. No.	Members	No. of Members	Designation in the WLCPC
1	Elected Ward Councillor	1	Chairperson
2	CDPO/Assistant CDPO/Senior Most Supervisor (To be nominated by District Programme Officer, ICDS)	1	Member-Convener
3	Representative of District Child Protection Unit (Nominated by DSWO)	1	Member
4	Anganwadi Worker (s)	All Anganwadi Workers working in the Ward	Members
5	Headmaster of Local school (Nominated by District Education Officer/ DI of School)	1	Member
6	CWPO of local P.S. Nominated by Commissioner of Police)	1	Member
7	DLSA nominee	1	Member
8	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member

Sl. No.	Members	No. of Members	Designation in the WLCPC
9	Parent's representative (SMC member of school, nominated by Chairperson) Revolving incase of more schools in ward	1	Member
10	Reputed NGO working in Child Protection (as available)(Nominated by Chairperson)	1	Member
11	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate). By rotation in case of more number of schools in ward	4 (2 Boys+2 Girls) + 1 other if exists	Member
12	Representative from Labour Department (To be nominated by DLC/ALC)	1	Member
13	Co-opted member to be decided by the Chairperson	1	

B. Borough Level CPC (Only for Corporations)

Sl. No.	Members	No. of Members	Designation in Borough Level CPC
1	Borough Chairperson	1	Chairperson
2	CDPO/Assistant CDPO/Senior Most Supervisor (To be nominated by District Programme Officer, ICDS)	1	Member -Convener
3	Representative of District Child Protection Unit(Nominated by DSWO)	1	Member
4	Anganwadi Worker (s)	All Anganwadi workers under the Borough	Member
5	Headmaster of Local school (Nominated by District Education Officer/ DI School)	1	Member
6	Medical Officer / Municipal Health Officer	1	Member
7	CWO of local P.S. Nominated by Commissioner of Police)	1	Member

Sl. No.	Members	No. of Members	Designation in Borough Level CPC
8	DLSA nominee	1	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member
10	Parent's representative (SMC member of school, nominated by Chairperson) Revolving in case of more schools inward	1	Member
11	Reputed NGO working in Child Protection (if available to be nominated by Chairperson)	1	Member
12	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate).	4(2 Boys+2 Girls) + 1 other gender if exists	Member
13	Representatives of DM (Other than Kolkata)	1	Member
14	Representative of Labour Department	1	Member

C. ULB Level CPC

Sl. No.	Suggested Members	WLCPC	Designation
1	Mayor/ Chairperson	1	Chairperson
2	CDPO/ DSWO (For Municipal Corporations other than Kolkata) / DPO (For Kolkata)	1	Member Secretary
3	DPO (For Municipal Corporations other than Kolkata)	1	Member
4	All CDPOs (For Municipal Corporations)	All CDPOs	Member
5	Headmaster of Local school (Nominated by District Education Officer/ DI School)	1	Member
6	Medical Officer /Public Health Officer	1	Member
7	CWO of local P.S. Nominated by Commissioner of Police/ SP)	1	Member
8	DLSA nominee	1	Member
9	Representative of CHILDLINE (Nominated by CHILDLINE)	1	Member

Sl. No.	Suggested Members	WLCPC	Designation
10	Parent's representative (SMC member of school, nominated by Chairperson) Revolving incase of more schools inward	2	Member
11	Reputed NGO working in Child Protection (as available)(Nominated by Chairperson)	2	Member
12	Child Representative (12-18 yrs) If Children's Group exists, then the Children Group will nominate, otherwise School Teacher of local school will nominate).	4 (2 Boys, 2 Girls) + 1 third gender if exists	Member
13	Representatives of DM (Other than Kolkata)	1	Member
14	Labour Inspector (Nominated by District Labour Commissioner)	1	Member
15	Superintendent of Government CCI / SAA located in that area	All	Member

Formation of Child Protection committees

The process of CPCs formation will be initiated by District child Protection Unit. The process will include formation of BLCPC and in urban area the ULB level CPC. After the BLCPC is formed the GPLCPC and VLCPC formation process will be initiated.

Roles and Responsibilities of Child Protection Committees

- The Child Protection Committees at various levels will be responsible for the following:
- Conduct Need assessment in prescribed format for planning.
- Prepare annual plan and allocate budget as a part of Panchayat/ULB planning.
- Identify vulnerable pockets, maintain data of children and adolescents missing due to work, marriage, migration, school dropouts or by any other reason.
- Support referral linkages with Social protection schemes & services, support persons, conduct enquiries and submit reports on complaints received, action taken and preventive activities planned.
- Organize capacity building and orientation on child protection issues in collaboration with district/block/Panchayat administration along with CBOs, NGOs, adolescent groups, and other stakeholders.