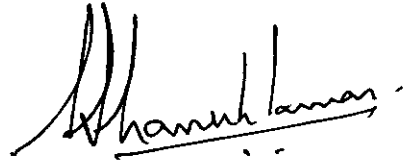


സർക്കുലർ

വിഷയം: - സാമൂഹ്യ നീതി വകുപ്പ് - ICPS - Rehabilitation of Missing & Trafficked Children ജില്ലാതലത്തിൽ - കോർഡിനേറ്ററെ നിയോഗിച്ചത് സംബന്ധിച്ച്

സൂചന:- സർക്കാർ കത്ത് നമ്പർ 1044080/E1/2016/SJD  
തീയതി 20.01.2017

Missing & Trafficked Children എന്ന വിഷയത്തെ അധികരിച്ച് SOP യുടെ കരട് രൂപീകരിച്ചിട്ടുണ്ടെന്നും അതിന്റെ അടിസ്ഥാനത്തിൽ സംസ്ഥാനതലത്തിലും ജില്ലാതലത്തിലും KeLSA യിലും DLSA യിലും ഒരു കോർഡിനേറ്ററെ നിയമിച്ചിട്ടുണ്ടെന്നും KeLSA അറിയിക്കുന്നു. ആയത് സർക്കാരിൽ നിന്നും സൂചന കത്തിലൂടെ ഈ ഓഫീസിൽ ലഭിച്ചിട്ടുണ്ട്. ഇതു സംബന്ധിച്ച് KeLSA യുടെ 19.12.2016 ലെ 3617/B/16 /KeLSA നമ്പർ കത്തിന്റെയും ഉള്ളടക്കത്തിന്റെയും പകർപ്പ് അറിവിനും അനന്തര നടപടികൾക്കുമായി അയയ്ക്കുന്നു.



സാമൂഹ്യ നീതി ഡയറക്ടർക്കു വേണ്ടി

- എല്ലാ ജില്ലാ ശിശുസംരക്ഷണ ഓഫീസർമാർക്കും.
- എല്ലാ ജെ.ജെ.ഹോം സൂപ്രണ്ടുമാർക്കും.

പകർപ്പ്:-

1. ICPS -1
2. പ്രോഗ്രാം മാനേജർ
3. സ്റ്റോക്ക് ഫയൽ.



## KERALA STATE LEGAL SERVICES AUTHORITY

Niyama Sahaya Bhavan, High Court Compound, Ernakulam, Kochi - 682 031  
Tele/Fax : 2396717 email: kelsakerala@gmail.com website: www.kelsa.nic.in

No.3617/B/16/KeLSA

19.12.2016

To

The Secretary,  
Social Justice Department,  
Govt. Secretariat,  
Thiruvananthapuram.

Sir,


**Sub: Draft Standard Operating Procedure** for rehabilitation of Missing and trafficked Children - Identification of one retainer lawyer as co-ordinator at State level and District level - reg.

Ref: Lr. F.No.L/18/2016/NaLSA dated 21.10.2016 and 18.11.2016 of NALSA.

The National Legal Services Authority in collaboration with Delhi State Legal Services Authority and Bachpan Bachao Andolan through All India Legal Aid Cell on Child Rights organised a National Workshop on Rehabilitation of missing and trafficked children on 22<sup>nd</sup> August, 2016 at Vigyan Bhavan, New Delhi. From the deliberations at the workshop a Draft Standard Operating Procedure (SOP) emerged as per which one Co-ordinator (from among the Retainer Lawyer) would be designated in each State Legal Services Authority and District Legal Services Authority for supporting child protection agencies. A copy of the SOP is enclosed herewith.

Accordingly Co-ordinators have been appointed in the Kerala State Legal Services Authority and District Legal Services Authorities in all districts to co-ordinate with all the Stakeholders at the State/District level in terms of Draft SOP for rehabilitation of missing and trafficked children. The details of Co-ordinators appointed in KeLSA and DLSAs are attached herewith for favour of information and necessary co-ordination in terms of Draft SOP for rehabilitation of missing and trafficked children.

Yours faithfully

  
K.Satbyan  
Member Secretary  
(District Judge)

Encl:- 1. Standard Operating Procedure  
2. List of Co-ordinators

5

**Details of Co-ordinators appointed in the Kerala State Legal Services Authority and District Legal Services Authorities in terms of Draft SOP for rehabilitation of missing and trafficked children**

Sl.No	Name	Office	Phone Number
1	Adv.Sherly S.A.	Kerala State Legal Services Authority	9388852365 9349213232
2	Adv.Priya Santhosh	DLSA, Thiruvananthapuram	9995655825
3	Adv.Anand Brahmanand	DLSA, Kollam	9447611422
4	Adv.C.O Eipe	DLSA, Pathanamthitta	9447908648
5	Adv. A.K Rajasree	DLSA, Alappuzha	9447155686
6	Adv.Sheeba Tharakan	DLSA, Kottayam	9846315010
7	Adv.John Joseph	DLSA, Idukki	9447419243
8	Adv.Teena Cherian	DLSA, Ernakulam	9447508532
9	Adv.Jockin A.Pereira	DLSA, Thrissur	9387113434
10	Adv. Lalithakumary. R	DLSA, Palakkad	9946710619
11	Adv.K.M.Krishnakumar	DLSA, Manjeri	9447842011
12	Adv.Sheela T.	DLSA, Kozhikode	9387512709
13	Adv.Koshore Lal	DLSA, Wayanad	9495666064
14	Adv. Baby Lathika	DLSA, Kannur	9447646857
15	Adv.Padmanabha K.	DLSA, Kasaragod	9645232111

*Munir*  
Kerala State Legal Services Authority  
High Court Compound, Kozhikode, Kerala

7

Proceedings of the Member Secretary, Kerala State Legal Services Authority,

Ernakulam, Kochi.

Present :- Sri.K.Sathyan, Member Secretary (District Judge)

Sub:- Rehabilitation of Missing and Trafficked Children – Appointing of retainer lawyer as coordinator at KELSA – orders issued – reg.

Ref:- 1. Lr.No.F.No.L/18/2016/NALSA dated 21.10.2016 of NALSA.  
2. Order of the Hon'ble Executive Chairman, KeLSA dated 30.11.2016.

**Order No.3617/B/16/KeLSA DATED 5.12.2016**

As per the letter read 1<sup>st</sup> above, NALSA has directed to identify one retainer lawyer at the State Legal Services Authority to co-ordinate with all the stakeholders at the State level in terms of the Draft Standard Operating Procedure for rehabilitation of missing and trafficked children.

The Hon'ble Executive Chairman is pleased to appoint Smt.Sherly S.A., Advocate, High Court of Kerala as co-ordinator in Kerala State Legal Services Authority to co-ordinate with the stakeholders involved in repatriation and rehabilitation of missing and trafficked children at State level in terms of Draft Standard Operating Procedure.

Adv.Sherly S.A. will co-ordinate with the stakeholders concerned in compliance with the Standard Operating Procedure and submit periodical report to the Member Secretary, Kerala State Legal Services Authority. Draft SOP is enclosed for reference.

*M. Sathyan*  
Member Secretary

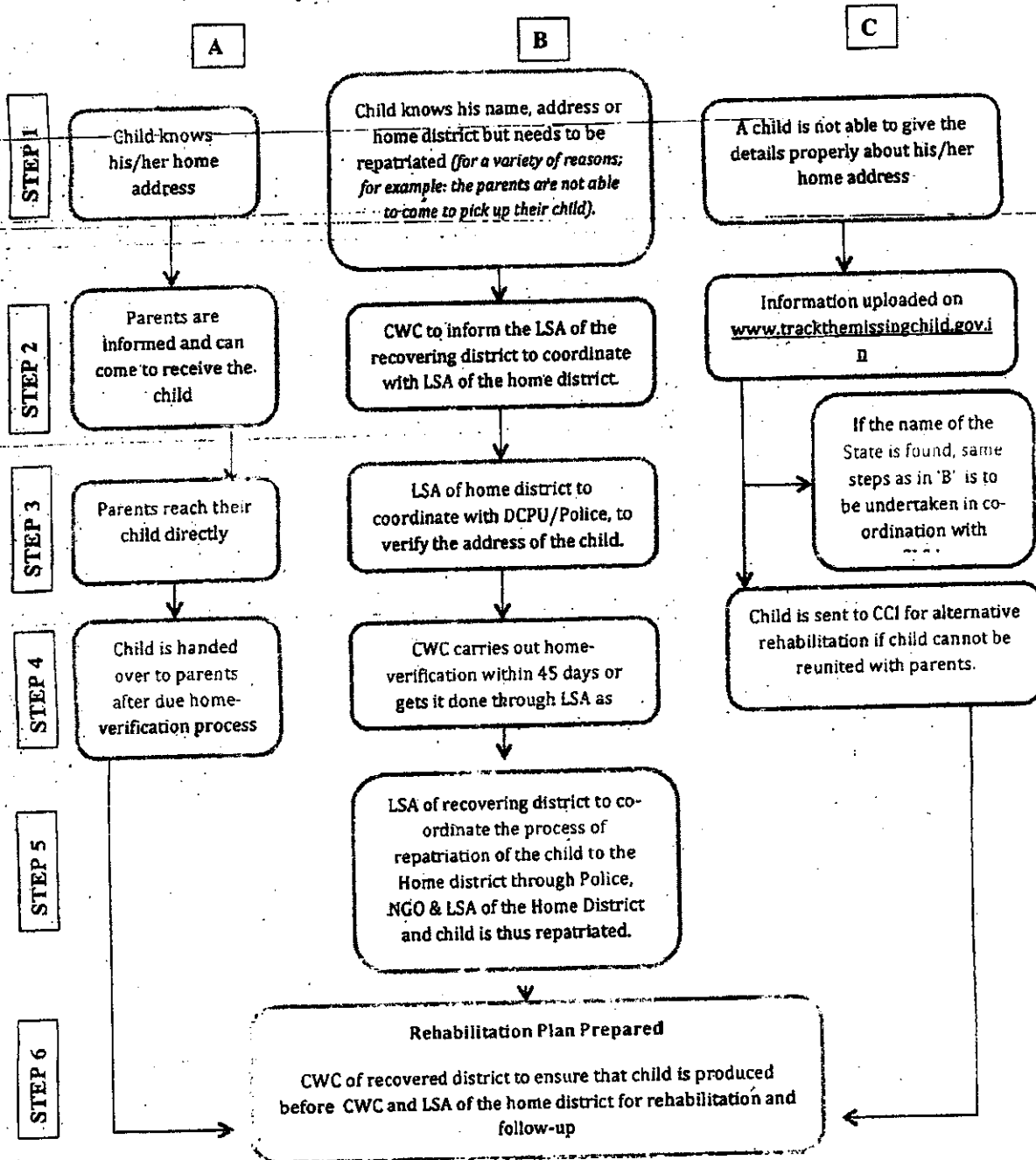
Copy to:-

1. Smt.Sherly S.A., Advocate
2. The Secretary, Social Justice Department (with C/L)
3. The State Police Chief (with C/L)
4. The Director, Social Justice Department (with C/L)
5. Chief Judicial Magistrates (with C/L)
6. The State Nodal Officer, Anti Human Trafficking Cell (with C/L)
7. The District Police Chief (with C/L)
8. The Director, Child line, Kochi Office (with C/L).

# 1. Child Welfare Committees (CWC)

## Processes to be followed by the CWC for Found/Traced Child

[All details to be uploaded on 'Trackchild']



- 11
2. Mechanisms for 'Co-ordination' for Repatriation/ Rehabilitation and other trafficking issues:
    1. One coordinator would be designated in each DLSA and SLSA.
    2. The coordinator would build up linkages with CWCs, JJBs, Police Department, DCPU, NGOs, CCIs, AHTU, ChildLine and all relevant stakeholders.
    3. The information regarding a recovered/trafficked child would be received by the coordinator
    4. The coordinator would then co-ordinate with the concerned stakeholders including Police, DCPU, NGOs, for purpose of verification of address of the child. In case the child belongs to another district or states, he would convey the information to the concerned coordinator in the other DLSA/ SLSA who would likewise coordinate in their district/ state.
    5. After verification of address of the child, the coordinator would convey the information to the CWC.
    6. The LSA of recovered district would then co-ordinate with CWC of concerned district regarding re-integration of the child with the family/repatriation of the child to the home district.
    7. The coordinator would also ensure that the child is produced before the CWC of the home district so that the case of the child would be followed up.
    8. The coordinator will ensure that Legal Aid is given to the child at all stages for protection, rescue, rehabilitation and trial of the criminal case.