STANDING ORDER NO. Crime/02/2022

GUIDELINES FOR 'YUVA SCHEME' AND 'DELHI POLICE YUVA FOUNDATION'

INTRODUCTION

Over a period of time, an increasing trend of the involvement of CCLs in crime has been noticed. Family influences, such as broken homes, economic instability, lack of formal education, bad company, drug and alcohol abuse, etc. are all understood to be the root causes leading to juvenile delinquency. Thus, comprehensive approaches, which include providing opportunities for education, mentoring, looking for their safety, training, conflict resolution, have been identified as some of the effective strategies to prevent delinquency. This is achieved by ensuring that there are non-enforcement opportunities for positive interaction between youth and the police, and their engagement as the eyes and ears of the Organisation, not only in terms of providing information about crime, criminals and other factors affecting the citizens in their areas, but rather, as stakeholders in the betterment of the society. This positive relationship with youth is meant to change the trajectory of the youth's life, as well as the nation's future.

The Community policing initiative of Delhi Police in engaging the youth, termed as 'Yuva', is a comprehensive scheme to alter the lives of the youth by providing them care, mentoring, guidance, training and employment. On 29.08.2017, the then Hon'ble Union Home Minister, Shri Rajnath Singh had formally launched the Delhi Police YUVA' initiative in Vigyan Bhawan, New Delhi with the objective of engaging and steering street children and youth towards the mainstream of the society, by providing them Skill development training under the mission of 'Skill India' as per the vision of Hon'ble Prime Minister of India, in collaboration with National Skill Development Corporation(NSDC), Ministry of Skill Development, Govt. of India and Industry partners.

Section-I

DELHI POLICE YUVA FOUNDATION

Various vocational, educational and sports activities are undertaken under the 'YUVA' scheme. For effective management of all the activities

undertaken under the Yuva scheme, 'Delhi Police Yuva Foundation' (DPYF) has been created.

1. MANAGEMENT OF YUVA FOUNDATION

Proper and effective management of the Yuva Foundation is required to be done to make the scheme successful. There will be two bodies or Committees to run the day to day affairs of the Yuva Foundation.

a). Governing Body of Yuva Foundation

This shall be the apex body of 'Yuva' Scheme and 'Yuva Foundation' run by the Delhi Police. This Governing Body shall frame the guidelines and issue instructions to the other Committees and the stakeholders of the scheme, time-to-time. The Governing Body of the Scheme and Foundation shall comprise as under:

1.	Chairman	Commissioner of Police
2.	Vice-Chairman	Spl CP/ Perception Management Division
3.	Members	Spl CP L&O Divisions
4.	Member	Spl. CP/ Finance and Provisioning
5.		Spl. CP/ Traffic
6.	Member Secretary (Nodal Officer-Yuva)	Spl. CP/ Crime
7.	Members	Joint CP/ Ranges
8.	Member	DCP/G.A.
9.	Member	F.A. to C.P.
10.	Member	L.A. to C.P.

Spl. CP/PMD will co-ordinate and supervise the functioning of Yuva Foundation through his secretariat which will keep institutional memory and will ensure continuity. Concerned officers i.e. Spl. CP (L&O). Jt.CsP Ranges, DCsP/Addl. DCsP (Distt.) in the field will ensure its proper functioning and will submit periodical report to the Secretariat of Spl. CP/PMD for perusal of the worthy CP, Delhi.

b). Executive Committee of YUVA Foundation

The following officers shall constitute the Executive Committee of the Delhi Police Yuva Foundation:

1	CEO/Chairman(Nodal Officer, 'Yuva')	Spl. CP or Joint CP
2	Member	Joint CP/Addl. CP
3	Member Secretary	DCP/G.A.

4.	Member	PRO, Delhi Police
5.	Member	DCP/Welfare
6.	Member-cum-Treasurer	F.A. to C.P.
7.	Member	L.A. to C.P.

c). Management of Funds

The funds of the Delhi Police Yuva Foundation shall vest with the Foundation and shall be regulated as under:

i. A bank account has already been opened in the name of the Foundation with **State Bank of India, I.P. Estate Branch, New Delhi** and the same shall be operated by the Member Secretary of the Foundation or any other person authorized by the Governing Body.

ii. Withdrawal of funds from the accounts of the Foundation shall be regulated in a manner to be determined by the Governing Body or under its authority by the Executive Committee.

iii. Such withdrawals shall be made by cheques on requisition signed by Member Secretary or an officer(s) authorized in this behalf by the Governing Body or under its authority by the Executive Committee as the case may be.

d). Functions of Executive Committee

i. The routine decision-making of the Foundation and its funds shall be managed by the Executive Committee.

ii. The Executive Committee will be empowered to take all administrative decisions, where no creation of posts is involved.

iii. The Executive Committee will be competent to handle resource acquisition for the initiative. Any acquisition of resources or donation or financial help involving more than Rs. 50 Lakh would require the approval of the Governing Body.

iv. In case of urgency, the Executive Committee will take decisions and get the same ratified from the Governing Body in its next meeting.

v. The Executive Committee may also further delegate any of its power to Member Secretary of the Foundation.

vi. The Executive Committee shall exercise such other powers, as delegated to it by the Governing Body from time to time.

e). Functions of Member Secretary-cum-Nodal Officer, Yuva

i. The Member Secretary shall be the Chief Executive Officer (CEO)/ Chairman of the Foundation. However, the Governing Body may also appoint a separate Chief Executive Officer (CEO) for the Foundation, in which case, the functions and responsibilities would be divided appropriately by the Governing Body between the CEO and the Member Secretary.

ii. In the event of the post of the Member Secretary remaining vacant or the Member Secretary being absent or unable to perform his duties for any reason, it shall be open for the Governing Body to direct any officer or officers in the service of the Foundation to exercise such powers temporarily and perform such functions and duties of the Member Secretary, as the Governing Body may deem fit.

iii. The Member Secretary shall have such other powers and perform other duties as may be delegated or assigned to him by the Governing Body. The Member Secretary may delegate any of his powers to any of his subordinates with the approval of the Executive Committee.

iv. The Member Secretary in consultation with Executive Committee shall be empowered to take all day-to-day administrative decisions, where no policy is involved or where no creation of posts is involved.

v. The Member Secretary shall have the authority to issue the required approvals for resources for all initiatives, which involve acquisition of value upto Rs.5 Lakh. Any resource of more than Rs. 5 Lakh would require the approval of the Governing Body.

vi. The Member Secretary shall manage the initiatives, properties or cash money under the fund, manage accounts, execute all contracts on behalf of the Foundation and receive funds for the Foundation through donations, grants-in-aid, contributions and raising money whenever required. The registration of the Foundation for exemption u/s 80G, Income Tax will also be his/her responsibility.

vii. The Member Secretary shall be responsible for the proper day-to-day administration of the Foundation. All other staff of the Foundation shall be subordinate to the Member Secretary. The Member Secretary shall carry out the general correspondence in connection with the work assigned to him by the Chairman of Governing Body and the Executive Committee from time to time.

f). Maintenance of Accounts

The Accounts of the foundation shall be maintained on double entry system i.e. Commercial Accounting System as under:

(i) Cash Book - A Cash Book in the prescribed format, for the 'Delhi Police Yuva Foundation' shall be maintained by the Member Treasurer. All transactions of the Foundation shall be entered in the Cash Book. The Cash Book shall be given page numbers and shall contain a certificate on the first page by the ACP/HQ(G) showing the total number of pages contained in it. It shall be a permanent record. It shall be closed at the end of each month by the ACP/HQ(G) and submitted to the Treasurer of the Foundation along with Bank Pass Book for his signatures, after being duly checked and initialled by the ACP/HQ(G). The difference, if any, in the account figures shall be properly explained. The Member Secretary, Executive Committee shall also compare the two balance of accounts before signing the certificate in the Cash Book. The Cash Book shall also be closed at the time of transfer of the Secretary, Executive Committee as required under GFR-78 (1963 Edition) and the provisions of the GFR-9(1963 Edition) shall be fully applicable in respect of certificates furnished in the Cash Book. Each entry on the payment side of the Cash Book will also be initialled by the ACP/HQ(G) (in the manner similar to that prescribed in clause 2 for the receipt side) with reference to the money order, acknowledgement or voucher, as the case may be.

(ii) Receipt Book - A Receipt Book, in the prescribed format shall be maintained by the Member Treasurer. Each book shall contain 100 serially numbered foils and counter-foils. Not more than one book shall be used at a time. Blank receipt books shall be kept in the custody of the ACP/HQ(G), under lock and key. These shall be issued under his signatures, one at a time, with a certificate on the front cover about the correctness of the pages. Used receipt books shall be kept for 5 years after the date of the last entry and shall not be destroyed without obtaining orders of the Chairman. All money received shall be acknowledged by issuing a receipt which shall be signed by the Accountant/PHQ, who shall verify that the amount has been credited in the cash book and shall initial the relevant entries in the Cash Book also. Once an amount has been entered in the Cash book, it shall be monitored by the Member Treasurer to ensure its deposit in the bank account of the Fund. The Member Treasurer shall initial entries giving the date of deposit of money in the bank against the amount in the Cash Book.

(iii) A record of receipts shall be maintained in a register on the following format:

No.	Cheque/DD No., bank & date	Name & address, A/C No. of the payee	Amount	Receipt No. & date	Remarks of Member Treasurer

(iv) Personal Account Ledger - A Personal Account Ledger shall be maintained by the Member Treasurer to keep proper record of the payments made from the Delhi Police Yuva Foundation. The opening entry in the Register shall be got attested from the Member Treasurer of the Foundation.

(v) Income and Expenditure A/C and Balance Sheet - A quarterly income and expenditure account and annual Balance Sheet of the Foundation's fund shall be prepared by the Member Treasurer and submitted in the meeting of the Delhi Police YUVA Foundation.

(vi) Ledger Accounts - In order to facilitate the compilation of Income and Expenditure Account etc. Ledger Account, in the usual printed form, shall be maintained from the cash book and supporting vouchers.

(vii) The accounts of the Foundation shall be audited and certified by a Chartered Accountant appointed by the Governing Body or any other competent authority on payment of fee decided by the Executive Committee.

Section-2

EXECUTIVE FUNCTIONS OF YUVA FOUNDATION

1. NODAL OFFICERS

Under the close supervision of District DCsP and Addl. DCsP-I at the District level and Inspectors (ATO) at the Police Station level will be the Nodal Officers for the Yuva programme. They would be responsible for the smooth functioning of the Yuva centres in the District and the Police Stations, respectively. A Unique ID of all the Centres in the district be provided and subsequently, they shall give a Unique ID to all the trainees and aspirants. They are required to maintain proper records of the 'Yuva' trainees in a uniform prescribed format and the provisions i.e. property and articles provided to the centres.

A record of all trainees, aspirants, training partner, detail of beat officer shall be maintained in the following format:-

S. No	Unique ID No.	Name, Address & mobile No. of Trainee	Educational qualification	Course done/ sought	Proficient in riding/ driving	Duration	Training Provided by	Name of Beat officer	Employment provided at

Nodal Officer/ District shall report to the Nodal Officer, Yuva, who shall keep liaison with senior formations in Govt. and Delhi Police.

2. SALIENT FEATURES OF YUVA

The Yuva initiative of Delhi Police is for two age groups:

a) For age group (15 years to 18 years)

b) For age group (above 18 years)

a. For age group (15 years to 18 years)

It is observed that in the underprivileged, resettlement, JJ colonies, at times, both the parents are working in unorganised sector, having no regular source of income and irregular working hours. Hence, the children, in formative years of their lives, remain unattended and are on their own. The children are thus deprived of not only parental care and support, but also valuable guidance. They are often exposed to petty crime, bullying, tobacco/alcohol/drug abuse, etc. which, in many cases begins as a fun exercise, but subsequently, transforms into a vice, which they get addicted to.

i) Study Centre

The focus of police officers here is to give such children a congenial atmosphere, where they can study and play safely, so that they could be safeguarded from falling in bad company. The Addl. DCsP-1 are required to identify sufficient space in the premises of DCP & ACsP offices, Police Stations, Police Colonies falling in their jurisdiction, where Study Centres can be opened and such children can come after school and study.

The Study Centre will be a positive change in the direction of community interaction. It will not only fill the void being faced by the children belonging to underprivileged area, but, also provide a good occasion for police officers to interact with the youngsters of the area, where the various initiatives of Delhi Police like *'Naazuk'*, *'Nirbheek'*, etc. can be explained to them.

ii) **Sports Activities**

Engaging the youth in sports, builds good habits, camaraderie, confidence, discipline, team spirit and work. Thus, apart from Study Centres, the children should also be motivated to participate in group sports (outdoor games) like volley ball, basketball, football, badminton, carom, etc. If there is lack of sufficient space for carrying out sports activities, the Police establishment of the Districts, in liaison with DDA/MCD/District Administration, should identify open spaces where Yuva programs could be initiated on a regular basis. These children can also be imparted training in Yoga and self defence. Intra-District/Range/Zone Competitions can also be held.

b. For age group above 18 years

Generally, it is found that some of prevalent reasons for juvenile delinquency is lack of parental care, poverty, ignorance, substance abuse and unemployment. Most of the young delinquents are school dropouts and in the absence of any educational/professional qualification, they are unable to take up any job. As a result, they fall prey to vicious circle of crime. In order to save this younger generation from falling into this trap, short term skill management training courses should be carried out. This could be followed up with "Job Fair", through which they can find suitable placement.

3. IDENTIFICATION OF PREMISES

The places where the Yuva activities shall be carried out should be preferably within the premises of Police Stations or Police Colonies or DCsP or ACsP offices. In case of non-availability of space for sports activities, liaison with DDA, MCD and District Administration should be done for use of their grounds,

4. APPROVAL FOR TRAINING CENTRES

The respective DCP of the District shall move the proposal through proper channel to Nodal Officer Yuva regarding utilisation of a particular space for carrying out the Yuva activities, so that it could be further discussed in the Governing Body meeting and a decision is taken.

5. SELECTION OF TRAINING PARTNERS

Only NSDC listed Training Partners having requisite 'Certificate of Partnership' shall be allowed to impart training under 'Yuva' initiative. While choosing the Training Partners, their earlier experience of imparting training and providing job should also be taken into consideration. While applying for a training, they shall submit the resume of the possible Trainer mentioning

his/her educational qualification, experience etc. and ensure that support staff in adequate numbers is also deployed.

Course Content

The Training Partners will prepare a list of available courses and their contents/syllabus and submit the proposal for each course with Nodal Officer/ District, after approval from NSDC. The proposal shall be holistic and shall mention about the duration, logistical requirement, list of expected employers, remunerations, probability of employment, course content etc.

6. REMOVAL OF TRAINING PARTNERS

The performance of the Training Partners shall be assessed time to time by the Nodal officer, Yuva. A report in this regard shall be sought from respective District DCsP/Addl. DCsP-I and the same shall be assessed and analyzed. The decision on removal of any Training Partner, on grounds of non-performance shall be taken by the Executive Committee and the same shall be forwarded to the Governing Body of Yuva Foundation.

7. IDENTIFICATION/MOBILIZATION OF CANDIDATES

The following Categories of Candidates should be given priority for Yuva program:

a) School dropouts
b) Victims of crimes
c) Families in dire strait due to incarceration of the bread earner
d) Children in need of Care and Protection (CNCP) and Children in Conflict with the Law (CCL).
e) Orphaned children.

The mobilization of the Yuva Trainees should be done by Beat/Division level officers and the recommendation shall be submitted in writing by SHO/ATO and ACP concerned to Nodal Officer/District. The identification and selection of candidates for the training should be personally checked and approved by Addl. DCP-I. Furthermore, the candidates residing within the jurisdiction of a district shall only be enrolled for training.

The DCsP/Addl. DCP-I can also seek the assistance of reputed NGOs, Police *Mitras*, MWA and RWA members for mobilisation of YUVA Candidates. However, due caution should be exercised while screening these candidates, on their recommendation.

8. IDENTIFICATION/SELECTION OF JOB ROLES

Addl. DCP-I shall liaise with local employers available within district and prepare a data base of jobs likely to be provided by them. A report w.r.t. to the availability of jobs shall be submitted to Nodal Officer, Yuva on quarterly basis. Subsequently, the same shall also be shared with Training Partners to draft a course accordingly. Similarly, a quarterly report of the jobs that can be provided by CII, FIICI, ASSOCHAM, etc shall also be prepared by Nodal Officer, Yuva and shared with the Training Partners. The counselling of the candidates should be done by Addl. DCP-I, along with the Training Partners. The candidates should be given the option to select the course of their choice from the available category of the courses. The educational/ technical qualification of the candidate will also be kept in mind before finalization of the course. The courses with the maximum choice should be selected. However, if more than one premises of the District is used, then Addl. DCP-I should create a cluster of different courses in the District. There shall ordinarily not be repetition of the course in more than one premises of the District.

DCP/Addl. DCP-I shall also exercise his discretion in the finalization of course on the basis of the prevailing situations in the capital and society keeping the principle of Demand and Supply, in mind.

9. ALLOCATION/EARMARKING OF TRAINEES BY BEAT CONSTABLES

The mobilization of Yuva trainees should be done by Beat/Division level officers. A record should be maintained by Inspector (ATO) in the Police Station and simultaneously, at Addl. DCP-I office, as to which Beat/Division Officer has brought which Yuva trainee. For every Yuva trainee, who has completed the training and is able to fetch a job, due recognition should be given to the Division /Beat Officer.

10. SELECTION OF ROLE MODELS

The role models should be chosen from the successful Yuva trainees only and they should be called to share their experiences in subsequent Yuva batches. This would encourage all others to complete the training, sincerely.

11. COURSES OFFERED

Apart from the job training, all Yuva trainees should also get trained for an all-encompassing growth in various citizen centric initiatives of Delhi Police as well as various programmes on life saving techniques. The DCP/District shall ordinarily be personally present during the opening and valediction of

the training. The following training courses shall compulsorily be imparted alongside other courses:

(a) Gender Sensitisation Programme

A course on Gender Sensitization is a basic requirement so as to make them understand and adjust with other genders in a common space. They all should learn to appreciate and respect the existence of other genders and should be sensitive while communicating and working together.

(b) Life Saving Skills

Training in Cardio-Pulmonary Resuscitation (CPR) should be imparted so that the trainees are able to save someone's life, if any such exigency arises. NGOs/Hospitals which impart training on CPR should be associated to train the Yuva volunteers, for this purpose.

(c) *Sashakti* For Girl Trainees

The main aim of the introduction of this course is to make the girl trainee self-reliant and competent to face any eventuality. The training makes the girl confident so that she can take care of her personal safety as well as help others, in case of need.

(d) Anti-Drug Initiative

One of the main reasons of juvenile delinquency is falling prey to substance abuse. In underprivileged/resettlement/JJ colonies, where there are chances of easy availability of drugs, it is important to run anti-drug programmes. NGOs working on de-addiction should be invited to explain and highlight the ill effects of consumption of drugs to the trainees so that they, in turn, would work as 'Eyes and Ears' of the Police to inform us about any suspicious activity or information which could be important for the Police.

(e) Awareness About Various Delhi Police Initiatives

A class for Yuva trainees should be held for providing information and awareness about various initiatives and programmes being run by Delhi Police. This way, they would, apart from benefitting themselves, would be able to assist others in case of any need.

12. INCLUSION/EXCLUSION OF JOB ROLES

A six-monthly review of Training Partners shall be done by the Executive Committee. It will include performance appraisal of the Training Partners.

13. SETTING UP OF A DEDICATED OFFICE FOR YUVA

A dedicated secretariat shall be set up in Delhi Police Headquarters for proper record maintenance. An officer of the rank of ACP, assisted by 01 Inspector and lower staff as per the requirement shall be deputed in the secretariat. They will report to Nodal Officer, Yuva. Similarly, a dedicated cell 'YUVA Cell' shall be constituted in each district. One upper subordinate be deputed as Incharge. Record maintenance, stock taking of inventory, maintenance of district training centre, types of courses conducted etc. shall be the responsibility of this Cell.

14. RECORD MAINTENANCE OF YUVA TRAINEES

Centre-wise record of Yuva trainees in different categories, i.e. for sports, study circle, skill training etc. should be maintained in respective DCP/District office. The data of the enrolled candidates should be maintained with the District Yuva Cell through a uniform filled in form and a copy of the same should also be maintained by the respective Training Partner.

15. MAINTENANCE/UPDATION OF YUVA WEBSITE AND SOCIAL MEDIA

Dedicated Yuva Website and Social Media Accounts shall be maintained for dissemination of Yuva related information to general public.

16. SUPERSESSION CLAUSE

This Standing Order supersedes Standing Order No.419/2021 issued vide No.2401-2550/Record Branch/PHQ dated 29.06.2021 and Addendum issued vide No.2851-3000/Record Branch/PHQ dated 27.08.2021.

17. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 11.02.2022

No. 4151-4300 /Record Branch/PHQ dated Delhi, the 11-2-2022.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.

3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
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DRAFT FORM FOR CASH BOOK

Receipt Side				Payment Side			
Receipt No.	Particulars of receipt	Amount	Particulars of date of deposit in the bank account	Date	Voucher No.	Particulars of payment	Amount

DRAFT FOR RECEIPTS

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Received with thanks from _____ a sum of Rs. _____ (in words)_____ on account of _____ Rs._____.

ACP/HQ

Member Treasurer

Delhi Police Yuva Foundation