

Ad hoc Application

Department of Probationary and Child Care Services – Western Province

1. Year
2. Name of the Child Development Center/Day Care Center/Approved House/Detention Home/Approved School
3. Address
4. Name and the address of the organization that maintains that center
5. Full name , private address of the manager of the center
6. I. Official name of the person to whom the cheques should be issued once approved

II. Name, branch and account number of the bank account of the institution
7. Matter of requesting ad hoc
 - I. For construction and renovation?

 - II. For goods, equipment and textiles?
8. Complete following information if it is for buildings.
 - I. Does the governing body own the land for which the buildings are to be built?

 - II. Has The proposed construction / maintenance work been approved by the relevant local government institutions?

 - III. Attach a copy of the plan.
 - IV. Attach the estimate.

(If the value of the building estimate is more than Rs. 20,000 / -, an estimate prepared by a government official is required in terms of 5.1.4 of Ad hoc Circular.)
 - V. Is the Quantity Bill (BOQ) attached?

 - VI. Have detailed estimates been made in applying for assistance in addition to the matters in paragraph 7 (1) of circular 3-1?

9. If applied for furniture, textile, equipment, etc., attach the following details.
 (A description of the finished product of the bids should be included in the quotation in accordance with section 5.2 of the circular)

Eg; for a table, the type of wood and quantity etc

Product Name	Required Quantity	Unit Cost	Total
.....
.....
.....

10. Requested amount as ad-hoc

I. For buildings	Rs.
II. For furniture and textiles	Rs.
Total	Rs.

11. Mention ad-hoc amount received with in preceding three years

Year	For buildings	For furniture and textiles
01.....	Rs.	Rs.....
02.....	Rs.....	Rs.....
03.....	Rs.....	Rs.....

12. Details of Resident children of the institution

Complete following if a child development center :

- I. No. of children enrolled by the department :
- II. No. of children enrolled by the court :
- III. No. of children enrolled privately :
- Total

Complete following if a day care center

- I. The average number of children who received maintenance assistance last year:
- II. Number of months of maintenance assistance received in the last year
- III. Number of children receiving residential care as at the date of submission of the application of approved school / detention home

I hereby certify that the above information is correct.

.....
Manager of the child development center

13. Observation of the supervising probation officer

- i. It was reported to you by my number and letter dated that it is suitable to resolve ad hoc amounts of year that was paid previously to this institution.
- ii. It is approved to resolve ad hoc by your number..... and letter dated
- iii. Percentage of children enrolled by the department and the court to this child development center :
- iv. Maintenance assistance has provided for this day care center for months in year and annual average attendance is
- v. No. of children at the approved home/detention home/approved school as at the date of application:
- vi. No. of months the approved home/detention home/school has received maintenance assistance
- vii. I have checked the information of the application on

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Supervising Probation Officer

14. Recommendation of the probation officer in charge

- (I). I have checked the matters directed under no.08 of the application and certify that the land of the institution belongs to the organization. Accordingly, I recommend/do not recommend to provide ad hoc to this institution.
- (II). I approve/do not approve to provide the things applied for under no.09 of the application
- (III). Other matters and observations :

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Probation Officer in Charge

For office use

15. Ad-hoc committee recommendation

Commissioner
Department of Probation and Child Care Services
Western Province

It is recommended to provide ad-hoc for year
for.....

For Buildings Rs..

For Furniture and textiles Rs..

Total Rs..

i.

ii.

15.I do not approve / recommend the above recommendation.

Commissioner
Department of Probation and Child Care Services
Western Province

16.Date of signing agreement :

17. Cheque Number and Date sent: