

Government Of India
National Commission for Protection of Child Rights

OFFICE MEMORANDUM

4th December 2007

Subject: Minutes of the meeting held on 17th November, 2007

Please find attached a copy of the Minutes of the Meeting held on 17th November, 2007 to discuss issues relating to committees and consultants.



Shalini Prasad
Member- Secretary

Copy to :

All PS to bring the above to the notice of the Chairperson and members
Presenting Officer/ Accounts Officer/ Assistant Director/ Desk Officer

Minutes of the Meeting held on 17th November, 2007 to discuss issues relating to committees and consultants

A meeting was convened on the 17th of November, where the following were present:

Dr Shantha Sinha; chairperson

Smt Sandhya Bajaj; Member

Smt Dipa Dixit; Member

Ms Shalini Prasad; Member- Secretary

Mr B K Sahu; Presenting Officer

Mrs R Uma ; Accounts Officer

The following issues were discussed:

1. That various Committees which have already been constituted and are proposed to be constituted on various subjects, are facing problems in payments etc, because the rules are not clear, with regard to the following issues:

- .What are the fares to be paid to the experts that attend the committee meetings. It was clarified that the TA rules provide that "*normally a non- official will be entitled to travel on Government duty by First class or AC- II tier by train..... it may be emphasized that that air journeys to non officials may not be permitted as a matter of course and where ever possible, journey's by the non- official should be performed by train, particularly in cases where the distance involved is not more than 500 km and the journey can be performed overnight by train*". It is clear from the above that air fare is only paid as an exception and cannot be paid as a matter of routine/ rule. Exemption is required on a case to case basis, with adequate justification for permission to travel by air, in case of non government experts.

Where permission to fly by air is approved, the participants should only fly by the cheapest possible apex fare, with prior tour approval. This should be facilitated by fixing the meeting atleast a fortnight in advance. Without this, it would not be possible to reimburse expenses incurred on travel.

Incase of Government experts (including judges) they are entitled to travel by the same class of travel that they are entitled to in their organization.

- For local experts who attend meetings, taxi fare can be paid as per Government instructions issued from time to time, based on the distance.
2. The second issue relates to experts who are appointed for inquiries, and what are the honorarium payments that can be made to them. It was pointed out that organizations like IIPA pay Rs 500 for a half day session. It was felt that they could

ordinarily be paid maximum Rs 1000 for a day upto a maximum of Rs 2500 for the whole inquiry. This would also cover local travel.

3. The third issue was for tea/ coffee and lunch for committee meetings. It was clarified that arrangements can be made in accordance with Government rules. However, meetings should be fixed, well in advance and notice be given to the desk officer, to enable him to make necessary arrangements for lunch. Tea would be arranged through the authorized vendor for tea and coffee.
4. The issue of the number of consultations that could be held was also raised. It was clarified that although there was no limit to the number of consultations that could be held, ordinarily, two sittings are held in NHRC and NCW for such committees. Where more discussions are required, it may be better to have a two/ three day consultation rather than three one day discussions. Whenever, a consultation is done, the record of the discussions and the outcomes should be completed and maintained in the file relating to the committee, before the next meeting. As far as possible, meetings should be convened only when the discussions are not possible through electronic means, especially where out station members are concerned.
5. A budget would be prepared for each committee's expenditure, with a detailed work plan, which would be approved by the Chairperson and sent to the accounts officer/ desk officer for record. The costing would be based on existing rules on the subject, and approval of the budget would not mean that any norm can be transgressed. The total cost on the committee should not exceed this amount approved.
6. Issue of delay in TAV payments to consultants was raised. It was clarified that payments for travel costs would ordinarily be dispatched by check. The consultant/ expert should submit the tickets and boarding passes incase of travel by air ; and the ticket incase of travel by train and a certification that the journey has actually been made and the fares are not being claimed from any other source. Incase of any field visit, apart from those to attend the committee meeting, the tour programme should be submitted at the beginning of the committee's / inquiry's work. This must include the purpose of the tour, and the expected outcomes, and why the tour is necessary. A tour note will be submitted after the tour, along with the tickets, before the fares are reimbursed. Local TAV DA etc. will can only be claimed 'as per actuals.
7. It was also clarified that the work of the consultant should be completed as per their TOR and placed on file, eg if any consultant is providing technical expertise for organizing a conference, the workshop report, feedback where required etc should be submitted to enable payments to be made.
8. Any books or reading materials would be arranged by the Commission and would be returned to the library at the end of the committee/ inquiry. Normally, one or two

copies would be adequate and should be shared. Also use can be made of soft copies, which can be sent electronically.

9. The issue of accommodation for persons attending meetings was raised. It was felt that most persons usually fix their own accommodation. However, when some members raise the issue of accommodation, it was expressed that since the reimbursable amounts under Government rules are low, they could be facilitated to find accommodation in Government guest houses. Presenting officer informed that he has prepared a list of such organizations, with their phone numbers and such persons could be sent a list so that they may fix their accommodation in one of the guest houses which suits them.
10. The Issue of decentralization of powers by the Member Secretary was mentioned; The Member- Secretary informed that she would issue instructions separately.

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