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F.No. 1-1/NCPCR/Admn. (Meeting) – 2008

Govt. of India
National Commission for Protection of Child Rights
New Delhi -110001

Dated 12th August 2008

A copy of the minutes of the Meeting held in this Commission on 5th August 2008 is enclosed for information and necessary action.


(R.K. Singh)
Director

Copy to :

- (1) PPS to Chairperson, NCPCR
- (2) PA's to Member (SB) / Member (DD), NCPCR
- (3) PA to Member Secretary, NCPCR
- (4) Registrar, NCPCR
- (5) DO/AO/AD, NCPCR
- (6) Minute's Register

MINUTES OF THE MEETING OF THE COMMISSION HELD ON 5TH AUGUST, 2008 AT 10.30 A.M.

The meeting of the Commission was held on 5th August, 2008 at 10.30 A.M. Following Members attended the meeting:-

- (i). Dr. Shantha Sinha, Chairperson
- (ii). Smt. Sandhya Bajaj, Member
- (iii). Ms. Dipa Dixit, Member
- (iv). Shri V.C. Tewari, Member Secretary

2. The agenda items were discussed as under:-

Item No.1: Confirmation of the minutes of the last meeting:

- i. The minutes of the last meeting held on 14.7.2008 were read out by Member Secretary. After brief discussions, the minutes were approved.
- ii. During discussions, Members mentioned that they are facing lot of difficulties as experienced staff has not been provided to them because of which they are not able to maintain files properly. It was felt that there is a need of posting of officials with the Member who are experienced in secretariat procedure and have knowledge of Government rules / functioning of the Government and who can maintain files / prepare minutes of meetings and take follow up action, monitor ongoing studies / programmes and activities initiated by the Commission. Member Secretary was asked to consider the feasibility of providing experienced staff to the Members.
- iii. It was informed by Members that some of the Consultants have not been paid their dues as per the decision taken in the last meeting. Names of Ms. Vandana Kandhari, Ms. Vidya Shankar were mentioned in this regard. It was decided that a statement indicating the position regarding the payment of consultation fee and other dues to the Consultants whose cases were discussed in the last meeting would be put up by Member Secretary to Chairperson. Smt. Sandhya Bajaj, Member stated that Shri Ashish who was engaged as Consultant last year and whose name was not included in the statement in the last meeting has not received the payment. Member Secretary assured that necessary action would be taken in this matter.
- iv. It was also decided that henceforth meetings of the Commission would be held on every first Thursday of the month instead of Tuesday as earlier decided.



Item No.2: Action taken report on the Minutes of the last meeting:

- i. Action taken by the office in compliance of the decisions taken in the last meeting was noted. As regards Item 3 of the Agenda of the last meeting regarding review of CPR Act and NCPCR Rules, it was decided that the copies of the Gazette Notification on both – CPR Act and NCPCR Rules, shall be obtained from the Ministry and suggestions regarding their amendment shall be put up by Member Secretary on file by 18th August, 2008. The suggestions of the Commission shall then be finalized in the next meeting of the Commission which would be held on 4th September, 2008.
- ii. As regards the guidelines on engagement of Consultants, Members were generally in agreement with the draft guidelines. Some suggestions were given by Chairperson and other Members for improvement in the draft guidelines. It was decided that Member Secretary shall modify the draft guidelines and put up to the Chairperson along with a copy of a letter containing terms of reference (TOR) of the engagement of Consultants.
- iii. As regards procedures of processing of complaints, it was decided that a separate meeting of the Commission shall be held on 11th August, 2008 to discuss the procedure. The meeting would also be attended by Registrar and Assistant Director dealing with complaints.

Item No.3: Annual Report:

It was informed by MS that as per the provisions of CPR Act/NCPCR Rules, the Annual Report of the Commission for the year 2007-2008 is to be sent to the Ministry of WCD well before 31.12.2008. It was decided that it would be ensured that a draft of the Annual Report of the Commission is finalized by October 2008. In the mean time efforts would be made to obtain the first annual reports of organizations like NHRC, NCW, etc. so that Annual Report of the Commission could be modeled on the same pattern.

Item No.4: RE 2008-09 / BE 2009-2010:

It was noted that a budget provision of Rs.7.0 crores have been made for the Commission for this year 2008-09 against which the actual expenditure in the first quarter i.e. from 1st April to 30th June, 2008 is only about Rs. 70.90 lakhs. It was, however, observed that a number of activities are to be undertaken by the Commission in the remaining period of the year and budget provisions would be utilized fully.

Item No.5: Arrangements for the function to be held on 20th November, 2008:

This item would be taken up separately.

3. Member Secretary informed that a Computerized Dairy System has been installed in the Commission and all officers of the Commission are being trained to use it. Chairperson and Members were also requested to get themselves familiarized with the various facilities provided in the system and they can call the concerned officers/Member Secretary to acquaint themselves with the use of this system. He also informed that within a short period Computerized Human Resource Management would also be installed and later the Computerized Complaint Management System would be evolved to manage the complaints received in the Commission.

4. With regard to undertaking activities at places other than the Headquarter of the Commission, it was also explained by Member Secretary that for organizing such activities and meeting expenditure on the same, it would be better if help of the concerned State Government or any Central Govt. office is obtained. In the absence of such help, NGOs/private persons could be involved. In the former case i.e. State Government/Central Government/Departments/autonomous bodies, the mutually agreed amount on various items of expenditure like expenses on venue, lunch/tea, stay arrangements, etc. can be paid to them as per Government rules. However, in the latter case when the help of private organizations/NGOs is sought, the estimates for various elements of expenditure should be first settled and an agreement should be reached which should include the various estimates and the manner/installment of payment, before taking up the activities.

5. He also informed that specific projects can be assigned to individuals/experts on mutually agreed amount which may include various elements of expenditure like fee to be paid to the expert and support staff, cost of printing and other incidental. However, in such cases written agreements should be reached before assigning the project.

The meeting ended with a vote of thanks to the Chair.

