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F.No.1-1/NCPCR/Admn(Meeting)-2008
National Commission for Protection of Child Rights
5th floor, Chanderlok building, 36/Janpath, New Delhi-110 001.

Dated: 18/07/2008

A copy of minutes of the Meeting held in this Commission on 14/07/2008 is enclosed for information and necessary action.


(R.K.SINGH)
DIRECTOR

Copy to:

1. PPS to Chairperson, NCPCR.
2. PAs to Members (DD/SB), NCPCR.
3. PA to Member Secretary, NCPCR
4. Registrar, NCPCR
5. AO/DO/AD, NCPCR
- ✓ 6. Minutes Register

(2)

MINUTES OF THE MEETING OF THE COMMISSION HELD ON 14.7.2008 AT 11.00 A.M.

A meeting of the Commission was held on 14th July, 2008 at 11.00 a.m. The following Members attended the meeting:-

1. Dr. Shantha Sinha, Chairperson
2. Smt. Sandhya Bajaj, Member
3. Ms. Dipa Dixit, Member
4. Shri V.C. Tewari, Member Secretary.

2. At the outset, Chairperson welcomed the Member Secretary and expressed her satisfaction to the positive changes which she had observed and hoped that the cooperation of the office under the charge of the Member Secretary would be continued in future also. She also desired that specific time lines should be prescribed for each of the activities taken up by the Commission and it should be ensured by all concerned that the time limits set for each activity is adhered to.

3. Thereafter, the agenda items were taken up as under :-

Item No.1: Procedure for holding Commission's meeting:

The Member Secretary explained the relevant provisions of the Commissions for Protection of Child Rights Act, 2005 and The National Commission for Protection of Child Rights (NCPCR) Rules 2006 regarding procedure for holding of Commission's meetings. After brief discussions, it was decided that in future, meetings of the Commission would be held every month on the first Tuesday. However, if any Member is not available on that day, she would inform Member Secretary/Chairperson by the last week of the previous months so that new dates could be decided. It was also decided that if Chairperson is not present in the Headquarters of the Commission, the Members shall look after her functions by rotation.

Item No.2: Organizational structure of the Commission:

The proposed organizational chart of the Commission as suggested was approved. It was also decided that the orders of posting of the staff working in the two Divisions shall be issued immediately and a copy of the orders shall be made available to Members.

Item No.3: Review of the CPR Act and the NCPCR Rules:

It was felt that there is an urgent need of carefully examining the provisions of both the CPR Act and the NCPCR Rules, as there could be more provisions which might require

amendments to meet the requirements of the Commission. It was decided that Members would give their suggestions in this regard to the Member Secretary, who could discuss the suggestions with Members individually. All the suggestions would be placed before the Commission in the next meeting so that the views of the Commission could be finalized and sent to the Ministry.

Item No.4: Review of on-going activities and requirement of consultants:

The status of the four Working Group Committees was discussed in the meeting. It was informed by Ms. Dipa Dixit, Member that the Working Groups for Protection of Children Against Violence and the Corporal Punishment in the Schools at Serial No.1 and the Review of Child Labour (Prohibition and Regulation) Act 1986 and Right to Education Bill at Serial No.3 of the Annexure I of the Agenda Item, have completed the tasks assigned to them and given their report which would be used while finalizing the report of the Commission. As regards Working Group on Juvenile Justice at S. No. 2 of the Annexure I to the Agenda Item, she informed that the Sub-Committee on JJ Boards would be completing the tasks assigned to them by August 2008 whereas the sub-committee on Observation Homes has submitted its report. It was agreed to extend the time limit for finalizing the report of the Working Group by August 2008.

As regards the Working Group on Female Foeticide and Infanticide at Serial No.4 of the Annexure I to the Agenda Item, Smt. Sandhya Bajaj, Member informed that the Working Group would take more time in finalizing their report. It was suggested that she might assess by September, 2008, the time required by the Group for completing their task and seek extension in the subsequent meeting.

The performance Report of the Consultants listed in Annexure II of the Agenda item was also presented by the Members. After discussion of the performance/ contribution of each, decision on each case was taken which is indicated in the enclosed statement.

It was also decided that in future, all distinct activities / projects to be undertaken by the Commission shall be under the overall charge of a member, who would be the Convener Member of that activity/ project. However, other members can also be involved in the activity/ project. The Convener Member would also assess the requirement of consultants. The consultants would be engaged as per the general guidelines, which would be reviewed and standardized by MS with the approval of CP. For engagement of consultants as per the standard guidelines, the Convener Member would take the approval of CP and inform the Administrative Division who would take necessary action for engagement of the consultant. If, in exceptional cases, some deviations are required, specific prior approval of the competent authority in each case would be taken.

Item No.5: Action Plan for the current year:

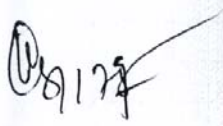
The proposed action plan for the year was approved. It was also decided that Smt. Sandhya Bajaj, Member would suggest activities to be taken up by her during the year for consideration of the Chairperson.

Item No.6: Complaints Management System:

After brief discussion, it was decided that Member Secretary would prepare a draft of the procedure for dealing with the complaints, which would include, *inter alia*, the various stages through which a complaint would pass from its receipt to final decision, the time limits for each stage, standard formats for various communications to be issued by the Commission, etc. The draft would be made available to the Members by the end of this week.

- 4. It was also decided that in the next meeting of the Commission, there would be specific agenda items on the Annual Report, RE 2008-2009/ BE 2009-2010 and arrangements for the function to be held on 20th November, 2008.

The meeting ended with the vote of thanks to the Chairperson.



Decisions on engagement of Consultants

Annexure (Item No. 4)

(4A)

S.No	Name of the Consultant	Assignment/ Working Group	Decision	Remarks
1	Mr. Vidya Sagar	Working Group Committee on Review of Child Labour and Right to Education Bill		He has completed his task. No further extension is required.
2	Dr. Neera Burra	Working Group Committee on Review of Child Labour and Right to Education Bill		She has completed her task. No further extension is required.
3	Dr. Shobha Raghuraman	Working Group Committee on Review of Child Labour and Right to Education Bill	Period can be extended upto May 2008.	She has submitted her report in May 2008 which will be used by the Working Group. The report was found to be satisfactory.
4	Dr. Archana Mehandale	Working Group Committee on Review of Child Labour and Right to Education Bill		The terms and conditions of her engagement were approved by Chairperson and seen by the then Member Secretary. However, despite that a second letter issued by the office which was not as per the decision taken by the Commission. It was decided that the Member Secretary shall review the decision in this regard and consider the possibility of making the payment as per agreement reached.
5	Ms. Pooja Jain	Working Group Committee on Review of Child Labour and Right to Education Bill	Period can be extended upto May 2008.	She has submitted her report in May 2008 which will be used by the Working Group. The report was found to be satisfactory.

(4B)

S.No	Name of the Consultant	Assignment/ Working Group	Decision	Remarks
6	Ms. Bernadette Rai	1. Preparation of documentation for conference on Workshop including the National Consultation on Rights of Children under 6 years - towards a legal framework 2. Child Rights Monitoring Framework		She is not working in the Commission
7	Mr. S. K. Ravi			To be considered & decided on file
8	Ms. Spourthi Reddy	Preparation of framework on rights of children under six, including existing laws, policies and programmes; Documentation of situation of children under six. Preparing documents on child rights on promotion of the same.		It was informed by the Chairperson that she is providing assistance on a number of activities in the Commission and she would be completing her work in September 2008. She also stated that in view of the volume / quantity of her work, her fee be increased to Rs. 20,000 with effect from 1.2.2008. It was also decided to extend period of her engagement upto Sept., 2008.
9	Ms. Usha Rai	To finalise and ground a Media strategy		It was informed that all the three Consultants were engaged for bringing out an inhouse publication titled Infocus. Though the publications upto the month of May have been brought out, and all the three consultants upto working for the commission, yet payments are to be made for the Feb. & May 08 issue. Because of non-payments, the Commission's news letters are held up. It was also noted that action for identifying/appointing a media agency has already been initiated and final selections would be made soon. Till final selection is made, they may continue to be engaged and their outstanding payments should be immediately released.
		To assist the Commission for preparation of Newsletter		
10	Ms. Swapna Mazumdar	To finalise and ground a Media strategy		
		To assist the Commission for preparation of Newsletter		
11	Ms. Rinkjin Jain	To finalise and ground a Media strategy		