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No. C.11011/02/2008-Admn./ 3356

Govt. of India

National Commission for Protection of Child Rights

New Delhi - 110001

Dated : 29th September 2008

A copy of the minutes of the Commission's Meeting held on 24th September 2008 is enclosed for information and necessary action.

~~*R.K. Singh*
(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
24TH SEPTEMBER, 2008 AT 11.00 A.M.**

The meeting of the Commission was held on 24th September, 2008 at 11.00 a.m. The 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 5th August, 2008 were read out by Member Secretary. After brief discussions, the minutes were approved.
- ii. As regards payments to Ms. Anita and Ms. Neerja working with Ms. Sandhya Bajaj, Member and Ms. Dipa Dixit, Member respectively, it was mentioned by the Members that both of them had been working very hard and providing support to Members in discharging day to day functions. They also informed that the work being handled by them and their responsibilities has increased manifolds. Both the members strongly pleaded that their remuneration should be increased to Rs. 10,000/- p.m. at least wef 01/04/08. After brief discussions, it was decided that their remuneration be increased to Rs.10,000/- per month wef 1st April, 2008.

Item No.2: Action Taken Report on the Minutes of the last meeting:

- i. Action taken by the office in compliance with the decision taken in the last meeting was noted. While pursuing the Statement on payments to Consultant, it was observed that the Claim of Ms. Puja Jain, who had worked as consultant, on reimbursement of expenses on photocopying, travel, etc. is still pending. It was explained by MS that since she had not submitted along with her claim supporting vouchers, the payment could not made and she is being asked to furnish the vouchers etc. It was explained by CP that she it is a very old claim and it may not be possible for her to furnish the desired information as she had already left the country. After discussions, it was decided that in view of these reasons, the requirement of production of vouchers could be waived and payment may be made.



- ii. As regards suggestions on amendments to CPCR Act and NCPCR Rules, it was decided that the matter would be discussed in the next meeting. In the mean time, Members will give their suggestions on the any other amendment to be communicated to the ministry. MS was directed to give the copies of the Gazette Notification on CPCR Act and NCPCR Rules to all the members.
- iii. The revised guidelines on the engagement of Consultants were noted. Further action like writing to the State Governments, State Universities, issue of advertisement etc. shall be taken by Administration Division. It was desired that a category wise list of persons who had already responded to earlier advertisements on engagement of Consultants would be made available to all Members.

Item No.3: Review of ongoing activities 2008:

It was decided that the Registrar shall, within a week, prepare a complete list of ongoing activities. Also, since Review of ongoing activities is a Standing Agenda Item in the Commission Meetings; he shall make available in every meeting a list showing the action already taken on each activity and the action taken in the month, for incorporation in the agenda item.

Item No.4: Arrangements for the function to be held on 20th November:

It was decided that this items would be discussed in a separate meeting to be taken by Chairperson on Tuesday - 30th September, 2008 at 11.00 a.m. which would also be attended by Director, Registrar, Assistant Director and the Desk Officer. In that meeting, the items on which action is to be taken by the NCPCR would be identified. It was also decided that a letter would be sent to HRM, who has informally given his consent for attending the function seeking his formal consent for attending the function informing him about change in the timing of the function from 11.00 a.m. to 3.00 p.m.

Item No.5: Annual Report:

It was decided that the format and the text of the Annual Report already circulated by the CP would be adopted for the First Annual Report of the Commission. In the Report, activities undertaken up to 31st March, 2008 only would be incorporated. The Registrar would furnish the information on the gaps/blanks in the Draft Report circulated by the Chairperson.

Item No. 6: Other Items:

The following decisions were taken:-

- i. On urgent/time bound matters, Members/Chairperson would indicate on the Communications/ files, the time frame which would be adhered to by the office invariably or difficulties in adhering to the prescribed time limits shall be brought to the Member/ CP.
- ii. No publicity/contacts with media persons on the meetings of the Working Group etc. would be made by Members/ Officers of the Commission. Only, after adoption of a report, the information on the same could be made public.
- iii. Members would not issue Communication to Government Departments and other authorities/ organizations on issues related to policies and investigations. All communications to outside organizations shall be issued only under the signatures of MS/Chairperson or by the Members as well only after informing the MS/CP. However, Members can issue communications to the members of Working Group/ Committees constituted on the matters for which they are nodal members.
- iv. Members of the Working Group would be asked not to divulge any information on the NCPCR matters to general public/media. They should also be asked to not to show on letter heads, visiting cards, envelops, etc that they are members of the Working Group of the Commission. Member Secretary shall prepare a general letter seeking consent of Working Group members incorporating these aspects, which would be used in future.
- v. For one time designing of Website, the person who had earlier made a representation before Chairperson, Member Secretary and Director; would be contacted. For the contents of the Website, the services of the Media Consultant whose selection is under process would be availed. Updating the Website shall be done by the Computer Cell of the NCPCR.

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

