

Right to Information Act, 2005

GUIDELINES FOR THE OFFICERS DESIGNATED AS CENTRAL PUBLIC INFORMATION OFFICER UNDER THE RIGHT TO INFORMATION ACT, 2005

1. Particulars of National Commission for Protection of Child Rights (NCPCR) organisation, function and duties:

The National Commission for Protection of Child Rights (NCPCR) was set up in the year 2007 under the Commissions for Protection of Child Rights (CPCR) Act, 2005. The National Commission for Protection of Child Rights (NCPCR) has the following cells, the details of each is given below:

- (a) **Juvenile Justice Cell** – Sec. 109 of Juvenile Justice (Care and Protection) Act, 2015
Monitoring of implementation of Act –
- (1) *The National Commission for Protection of Child Rights constituted under section 3, or as the case may be, the State Commission for Protection of Child Rights constituted under section 17 (herein referred to as the National Commission or the State Commission, as the case may be), of the Commissions for Protection of Child rights Act, 2005, shall, in addition to the functions assigned to them under the said Act, also monitor the implementation of the provisions of this Act, in such manner, as may be prescribed.*
 - (2) *The National Commission or, as the case may be, the State Commission, shall, while inquiring into any matter relating to any offence under this Act, have the same powers as are vested in the National Commission or the State Commission under the Commissions for Protection of Child Rights Act, 2005.*
 - (3) *The National Commission or, as the case may be, the State Commission, shall also include its activities under this section, in the annual report referred to in section 16 of the Commissions for Protection of Child Rights Act, 2005”.*
- (b) **Right to Education Cell** – Sec. 31 of The Right of Children to Free and Compulsory Education Act, 2009 – Monitoring of Child Rights for Education –
- (1) *The National Commission for Protection of Child Rights constituted under section 3, or, as the case may be, the State Commission for the Protection of Child Rights constituted under section 17, of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006), shall, in addition to the functions assigned to them under that Act, also perform the following functions, namely:-*
 - (a) *examine and review the safeguards for rights provided by or under this Act and recommend measures for their effective implementation;*
 - (b) *inquire into complaints relating to child’s right to free and compulsory education;*
and
 - (c) *take necessary steps as provided under sections 15 and 24 of the said Commissions for Protection of Child Rights Act.*
 - (2) *The said Commissions shall, while inquiring into any matter relating to child’s right to free and compulsory education under clause (c) of sub-section (1), have the same powers as assigned to them under sections 14 and 24 of the said Commissions for Protection of Child Rights Act*
- (3) **POCSO Cell** – Sec. 44 Monitoring of implementation of Act –
- (1) *The National Commission for Protection of Child Rights constituted under section 3, or as the case may be, the State Commission for Protection of Child Rights section 17, of the Commissions for Protection for Child Rights Act, 2005 (4 of 2006), shall, in addition to the functions assigned to them under that Act, also monitor the implementation of the provisions of this Act in such manner as may be prescribed.*

- (2) *The National Commission or, as the case may be, the State Commission, referred to in sub-section (1), shall, while inquiring into any matter related to any offence under this Act, have the same powers as are vested in it under the Commissions for Protection of Child Rights Act, 2005 (4 of 2006)*
- (3) *The National Commission or, as the case may be, the State Commission, referred to in sub-section (1), shall, also include, its activities under this section, in the annual report referred to in section 16 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006)*
- (d) **Legal Cell** – It assists the Commission to deal with the matters relating to Child Rights violation either on its own or on a request by complainant, handling Court Cases, conducting inquiries to seek facts and documents of each case.
- (e) **Grievance Cell** – It handles individual cases of grievance received from victim or third party with regard to violation of Child Rights.
- (f) **Media Cell** – The important function of this cell is to create awareness through print/electronic media, website and printing of various publications etc. also manage social media handles of NCPDR.
- (g) **IT/Computer Cell** – It deals with the preparation of Software programmes etc for the Commission with the support of NIC .
- (h) **RTI Cell** – It provides information to the general public as per provisions of Right To Information (RTI) Act, 2005.
- (i) **Policy, Programme, Research and Projects Division** – It deals with matters relating to policy, research, projects and programmes, etc.
- (j) **Administration Division** – It deals with overall management of general administration, establishment, coordination and international issues.
- (k) **Cash, Accounts and Budget Division** – It deals with allocation of budget, handling of accounts and payments.
- (l) **Official Language Division** – It deals with the implementation of official language policy of the Government of India.

2. Powers and Duties of its officers and employees:

The Commission functions as per the powers given to it under the Commissions for Protection of Child Rights (CPCR) Act, 2005.

3. Procedure followed in the decision making process, including channels of supervision and accountability:

The cases are generally, processed at the section/desk level and the files are submitted to Director/Registrar, Member Secretary. Member and Chairperson as the requirement of the matter. In the legal cell the cases are generally processed at the Consultant level and the files are submitted to Registrar, Member Secretary, Member (Law) and Chairperson.

4. Norms set by NCPDR for the discharge of its functions:

The complaints are dealt with on priority and are prioritised as per their gravity and efforts are made to deal with the cases as expeditiously as possible in accordance with the Rules, Regulations and other instructions issued from time to time.

5. Rules, Regulations, Instructions, Manuals and Records held by NCPDR or under its Control or used by its employees for discharge of its functions:

The Commission discharges its functions in accordance with the Rules, Regulations, Instructions, Manuals etc issued by Government of India and the Commission from time to time and also as per the mandate provided under Commissions for Protection of Child Rights (CPCR) Act, 2005, these areas under

- (a) UNCRC
- (b) CPCR Act, 2005
- (c) All child related Acts
- (d) Procedure regulations set forth by the Commission through its Statutory Meetings
- (e) Recruitment Rules for the posts to be filled up on deputation
- (f) Administrative functions are guided by General Financial Rules (GFRs) and other Government Rules as amended from time

6. Statement of categories of documents that are held by NCPCR or under its control:

Details of all publications of Commission are available on website. The documents held by the Commission include relevant files on subjects dealt with in the Commission and service documents of its officials.

7. Particulars of any arrangement that exists for Consultation with, or representation by the Members of public in relation to the formulation of NCPCR's policy or implementation thereof; and statements of the boards, councils, committee, and other bodies consisting of two or more persons constituted as NCPCR's part or for the purpose of its advice:

The Commission holds Public Consultations with NGOs and Civil Society members on important issues. It also holds Public Hearings on important Child Rights issues and others such as RTE matters, Health issues of children, Malnutrition, etc. Members of the public have free access to the Commission for ventilating their grievances for any child right issue, RTE, POCSO and JJ issues under the relevant Acts

8. Statement of the Committee, etc:

- List of Core groups/expert groups set up by the Commission are available on the website.
- Some important Court decisions are also in public domain

9. Directory of NCPCR's officers and employees:

It is available on the website of NCPCR.

10. Monthly remuneration received by its each of its officers and employees including the system of compensation as provided in its Regulations:

- (a) Chairperson and Members of NCPCR are being paid monthly remuneration equivalent to the post of Secretary/Additional Secretary to the government of India respectively and their pay is regulated in terms of Rule 7 of NCPCR Rules.
- (b) The officers and the employees in NCPCR are being paid monthly remuneration in their respective scale of pay and allowances as applicable.

11. The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

There are no subsidy programmes being implemented by the Commission

12. Particulars of concessions, permits or authorisation granted by it:

None

13. Details in respect of the information, available to or held by NCPCR, reduced in an electronic form:

All information pertaining to the Commission is available on the NCPCR's website (www.ncpcr.gov.in)

14. Particulars of the facilities available to the citizens for obtaining information, including the working hours of a library, or reading room, if maintained for public use:

- All these facilities are for the use of Commission and its staff only. No such service is available for general public at present.
- All relevant information regarding activities of the Commission is available on the Commission's website

15. How to get information concerning NCPCR under RTI Act, 2005:

The application for seeking information can be submitted accompanied with IPO/DD/Cash for Rs. 10, drawn in favor of NCPCR, New Delhi (not applicable for BPL category)

16. Such other information as may be prescribed

Information related to official tours / Members / senior officers as per requirement of RTI Act, 2005

17. Publish all relevant facts while formulating important policies or announcing the decision which affect public

Not applicable

18. Provide reasons for administrative/quasi-judicial decisions to the affected persons

This information can be accessed by the victim/complainant from [e-baalnidan](#)