

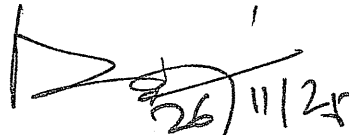
F.No.C-32011/1/2025-O/o Coordination
National Commission for Protection of Child Rights,
5th Floor Chanderlok Building,
36, Janpath, New Delhi-110 001

Dated the ^{26th} 20th November, 2025

OFFICE MEMORANDUM

Subject : Circulation of Minutes of Meeting of 65th Statutory Meeting of the Commission held on 29.10.2025 at 3.00 P.M. in the Conference Room, 5th Floor, NCPCR - reg.

The Minutes of Meeting of 65th Statutory Meeting of the Commission held on **29th October, 2025 (Monday) at 3.00 P.M.** in the Conference Room of the Commission located on 5th Floor, Chanderlok Building, New Delhi, duly approved by Chairperson, NCPCR, are circulated herewith for kind information and necessary action.


(Dr. Sanjeev Sharma)

Encl. (A/a - MOM)

Member Secretary, NCPCR

To

1. PPS to Chairperson, NCPCR
2. PPS to Ms. Preeti Bharadwaj Dalal, Member (LRC)
3. PS to member Secretary
4. Registrar, NCPCR
5. All Division Heads
6. Minutes Register/Guard File

**Minutes of the 65th Statutory Meeting of the Commission held on 29th October, 2025
at 3.00 P.M. in the Conference Room (5th Floor) of NCPDR, Chanderlok Building,
Janpath, New Delhi.**

The 65th Statutory Meeting of the Commission, which was initially scheduled on 26.10.2025 (Friday) at 3.00 P.M., was re-scheduled and held on 29.10.2025 (Monday) at 3.00 P.M. in the Conference Room (5th Floor), National Commission for Protection of Child Rights (NCPDR), Chanderlok Building, Janpath, New Delhi. The following were present in the meeting:

1. Ms. Tripti Gurha, Chairperson & Additional Secretary, Ministry of Women and Child Development.
2. Ms. Preeti Bharadwaj Dalal, Member
3. Dr. Sanjeev Sharma, Member Secretary

The 3 (three) Agenda Items circulated with meeting Notice No.A-11011/62/2025-Admn dated 17.10.2025 alongwith an additional Agenda Item, taken up with the permission of the Chair, were placed for deliberation at the 65th Statutory Meeting of the Commission. The meeting commenced with a welcome note.

Confirmation of Minutes of the 64th Statutory Meeting of the Commission held on 26th May, 2025 (Monday) at 12.00 Noon

The Minutes of 64th meeting were circulated *vide* this office letter No.11011/61/2025-Admn dated 12th June, 2025. As no comments were received, the minutes were considered as final. However, in the meeting (65th Statutory Board), Smt. Preeti Bhardwaj Dalal, Member (LRC) raised certain observations regarding minutes of meeting of pertaining to Agenda Item No.8, which was related to Agenda Items of 62nd Statutory Meeting. Therefore, the Commission decided that the Minutes of the 64th Statutory Meeting shall be treated as confirmed except the portion in respect of Agenda Item No.8, which was related to Agenda Items of 62nd Statutory Meeting. The Commission also unanimously decided to replace minute of Agenda Item No.8 with the following:

- *"It was decided that the agenda items from 62nd meetings will not be taken for the consideration. Accordingly, agenda item 8 is expunged and dropped from the agenda of 64th statutory meeting.*



AGENDA ITEMS:

Agenda Item No.1: Formulation of Policy for Engagement of Consultants/Experts in the Commission

Decision (1): The Commission was apprised that the Ministry of Women and Child Development (MWCD) *vide* O.M.No.ADMN-49/5/2017-ADMIN dated 4th June, 2025 have issued Common Guidelines for Engagement of Consultants in various Missions/Schemes/ Programmes as well as Non-schemes in accordance with the provisions of GFRs-2017. The Commission have gone through the Guidelines mentioned *ibid* and deliberated on the provisions contained therein. The Commission, after detailed deliberations, decided to adopt the same with suitable modifications to make it in accordance with the CPCR Act, the Rules under the Act and NCPCR requirements. The broad skeleton of New Consultant Policy is placed at **Annexure- I**. In this context, following are also decided:

- (a) Existing Consultants, who have been engaged either directly or through an outsourcing agency by NCPCR shall continue to draw their monthly remuneration/fee at the existing rate only.
- (b) Existing Consultants will be given an option for a period of 30 days effective from the date of issue of MoM of this meeting for switching over to the new Guidelines for Consultants of NCPCR adopted by the Commission. Existing Consultants who opts for new consultant policy may be provided with age relaxation, if need be. Also, their period of engagement as mentioned under Para-4(ii) (a) of New Consultant Policy will be with effect from date of their switching over to New Consultant Policy.
- (c) The existing consultants, who opt to join the above Common Guidelines for Engagement of Consultants of MWCD which have been adopted by NCPCR, shall draw their remuneration/fee at the existing rate only (i.e. which they have been drawing prior to the issue of MOM of this meeting) but will be permitted/attract other terms and conditions of the said adopted guidelines like leave, increment, maximum tenure, Travelling/Daily Allowance etc.
- (d) As the existing consultants have been stagnating at their current remuneration for a considerable period, the Commission has decided that the first enhancement of remuneration, as specified under para 4(ii)(b), shall be carried out based on their performance up to 31st March, 2026. The said



increment will take effect from 1st April, 2026. Subsequent reviews and increments shall be conducted on a financial year basis, with the effect of each increment taking place from 1st April of the following financial year.

- (e) The positions vacated by the existing Consultants or new position, approved by the Commission (as per requirement) shall be filled/covered in accordance with the new consultant policy. The existing consultants may also apply against such positions if they are eligible.
- (f) In view of adoption of New Consultant Policy, the terms and conditions with the outsource agency, may be required to be modified. The same will be taken care, if need be.

(Action: Administration Division, NCPCR)

Agenda Item No.2: Proposal for revision of TA/DA in respect of Consultants/Experts/ Outsourced Staff engaged by the Commission

Decision (2): The Commission decided to defer this Agenda Item for the present.

Agenda Item No.3: Record Retention Schedule for files and records relating to complaints under CPCR Act, 2005 and files and records

Decision (3): The Commission was informed that the files/records available in the Commission can be classified broadly under two categories -

- (i) Files/records relating to common subjects (i.e. Administration, Finance, etc.)
- (ii) Files/records relating to complaints received under the statutory mandate of the Commission and the files/ records related to programmes undertaken by the Commission as per mandate of the Commission.

The Commission was also informed that the files/records generated under Category-(i) above are recorded/reviewed in accordance with the "Record Retention Schedule" prescribed by the Department of Administrative Reforms & Public Grievances (DARPG) for common subjects. However, no guidelines exist in the Commission for recording/ reviewing and retention of files/records generated under Category-(ii) of the records mentioned above.

The Commission further deliberated upon the matter and decided to approve the implementation of Record Retention Schedule for Files/records relating to complaints



— 4 —

received under the statutory mandate of the Commission and the files/records related to programmes undertaken by the Commission as per mandate of the Commission at **Annexure-II** to these Minutes of Meeting.

(Action: Administration Division, NCPCR)

Additional Agenda Item as Agenda Item No.4

Agenda item No.4: Engagement of a reputed agency for formulation of strategy for awareness/dissemination of child rights and deployment of consultants/experts for implementation of the same

Decision (4): The Commission deliberated on the Agenda Item and observed that NCPCR needs to revise its overall strategy, Standard Operating Procedures (SOPs), and plans for training, capacity building, and awareness creation regarding various Acts and child rights issues across all its verticals.

It was noted that the existing workforce of NCPCR is primarily engaged in operational matters; hence, the above requirements have not been adequately addressed. Furthermore, with evolving circumstances, there is a continuous need to dynamically update the Commission's strategies.

Accordingly, it was decided to engage an additional reputed consultancy agency/firm to assist the Commission through an RFP (attached). The selected agency/firm will provide the following support:

1. Formulation of a comprehensive strategy for each division of the NCPCR.
2. Deployment of consultants to monitor the implementation of the above strategies and to fine-tune them as and when required in the future.

(Action: Administration Division, NCPCR)

Any Other Item:

The Commission acknowledged that regular and contractual staff, as well as outsourced employees, should be eligible for financial incentives when undertaking unforeseen and/or occasional tasks requiring expertise, dedication and responsibility and on case-to-case basis.



- 5 -

Following deliberations, the Commission decided that NCPCR staff, including both regular and contractual/outsourced employees, may be granted an honorarium aligned with the practices of the Ministry of Women and Child Development. The policy/guidelines regarding the above shall be brought in with effect from the new financial year.

(Action: Administration Division, NCPCR)



F. No. XXX-ADMIN

National Commission for Protection of Child Rights

Dated the __ November, 2025

OFFICE MEMORANDUM

Sub:- Guidelines for Engagement of Consultants in the National Commission for Protection of Child Rights - reg.

Consultants may be hired as per Commissions for Protection of Child Rights (CPCR) Act, 2005 and Rules/Regulations made there under, as amended from time to time in accordance with the provisions of GFR - 2017 as amended, from time to time. The Consultants may be hired in three categories, namely –

- (i) Young Professional;
- (ii) Junior Consultant; and
- (iii) Senior Consultant.

2. Engagement of retired government employees as Consultants in the Ministry is not covered under these guidelines as they may be engaged in terms of D/o Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 as amended, if any.

3. Procedure / terms and conditions for selection/engagement of Young Professional, Junior Consultant and Senior Consultant are as under:

(i) Age Limit

Young Professional	Up to 30 years
Junior Consultant	Up to 45 years
Senior Consultant	Up to 55 years

Note: Exiting consultants who opts to switch to this revised Scheme may require relaxation in age.

(ii) Academic Qualification and Work Experience

Young Professional	Fresher with Bachelor's Degree in relevant field/subject with up to 5 years of experience.
Junior Consultant	Persons having Post Graduate Degree in relevant field/subject with work experience of at least 3 years OR Persons having Bachelor's Degree in relevant field/subject with work experience of at least 5 years.
Senior Consultant	Persons having Post Graduate Degree in relevant field/subject with work experience of at least 7 years
Engagement of Consultants for the Official Language (Hindi) Division	Junior Consultant - Bachelor Degree (in Hindi) with at least one year experience. Senior Consultant - Master's Degree (in Hindi) with at least two year's experience.

(iii) Remuneration

Young Professional	A Consolidated amount of Rs.50,000/- Per month
Junior Consultant	A Consolidated amount of Rs.75,000/- Per month
Senior Consultant	A Consolidated amount of Rs.1,10,000/- Per month

Note: No other allowances of any kind are payable in addition to above-mentioned remuneration.

(iv) Leave

Paid leave of absence is allowed to all three categories of Consultants at the rate of one day for each completed calendar month of service. Accumulation of leave beyond a calendar year is not allowed.

(v) TA/DA

Young Professional	Entitlement at par with Assistant Section Officer (Level-7) in the Government of India.
--------------------	---

Junior Consultant	Entitlement at par with Section Officer (Level-8) in the Government of India.
Senior Consultant	Entitlement at par with Under Secretary (Level-11) in the Government of India.

- All the Consultants are eligible for air travel for official purposes only (with the approval of the Chairperson, NCPDR).
- TA/DA will be admissible only if no arrangements have been made by the Ministry/State Government/ UT Administration'

4. Persons with the following criteria may be given preference:

(i) Attributes

- Experience with respect to dealing with programme design, implementation monitoring and evaluation; Good knowledge and understanding of GoI rules, child related issues; policies and programmes of the Government at the national level are required.
- Previous work experience with the Government/ international organizations is highly desirable.
- Other attributes that would be considered an asset during the candidate's selection include
 - Mandatory good working knowledge of IT tools;
 - Ability to meet timelines and deliver assigned work;
 - Good communication (written and oral) and interpersonal skills;
 - Willingness to travel outside headquarters whenever required; and
 - Knowledge of Government protocols

(ii) Period of engagement

- The engagement shall be for an initial period from one (01) year up to three (03) years, subject to annual review. The tenure may be further extended for a period one year at time, subject to total maximum period of five (05) years.

- (b) The enhancement of remuneration of the Consultants may be reviewed on annual basis by the Review Committee (to be constituted under chairpersonship of Registrar/Director, NCPCR) as per the following criteria:

Performance	Enhancement in Remuneration
Performed only routine/ assigned work	NIL
Individually Consultant who has made significant contribution in his/her domain and has shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/ specific task.	Up to 5% of the initial remuneration with the approval of the Bureau Head and concurrence of IFD.
In exceptional cases, where the individual Consultant demonstrated exemplary performance in his/her domain and have made significant contribution in policy making. Note The criteria based on which 10% enhancement is recommended should be spelt out and brought out in the recommendations made by the Committee while evaluating the performance of the individual Consultant.	Up to 10% of the initial remuneration with the approval of the Bureau Head and concurrence of IFD.

(iii) Review of the requirements of Consultants

Chairperson/Member Secretary may assess the requirement of Consultants in the various Divisions of the Commission from time to time in accordance with the provisions contained in the CPCR Act, 2005 read with Rules/Regulations made there under.

(iv) Existing Consultants – Extension

Existing Consultants may be provided with an option to migrate to new Guidelines with same nomenclature of their position and remuneration. The proposal

extension of contracts of all Consultants engaged in the NCPCR may be reviewed by the concerned Division Head. The proposal should contain the following:

- (a) Designation of the Consultant;
- (b) Tenure of the consultant;
- (c) Existing terms and conditions;
- (d) Performance report/ Appraisal report/ Remuneration (including increment);
- (e) Consolidated monthly remuneration to be paid; and

(v) Selection of new Consultants

- (a) After the approval Chairperson, NCPCR for engagement of consultants; the process for selection will be initiated.
- (b) All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Administrative Division in accordance with eligibility and other criteria prescribed and in the light of these Guidelines.
- (c) A Selection Committee with Registrar/Director as is Chairperson will be constituted with the approval of the Chairperson, NCPCR.
- (d) At least one female officer in the Selection Committee may be ensured.

(vi) Engagement of Consultants from Bilateral/Multilateral Agencies

Engagement of Consultants from bilateral partners and multilateral organizations will be dealt as per Department of Economic Affairs' O.M. No.1/42/2015-PMU dated 29.12.2015 as amended from time to time.

5. Engagement of an existing Consultant as a Consultant in another category can be considered by the Chairperson, NCPCR subject to the fulfillment of eligibility criteria by the Consultant for the category proposed.

6. In case of consultants hired through the Agency, the contractual terms should provide for such remuneration etc.

7. Administrative Division will furnish Division-wise half yearly reports regarding Consultants to the Chairperson, NCPCR in the months of January and July each year.

8. Consultants engaged by the NCPCR shall at all times hold the employer's interest paramount. He/she will not be permitted to take up any other assignment, either part time or full time, during the period of consultancy in the NCPCR. Violation would lead to removal/blacklisting and debarment from future engagement in the NCPCR.

9. Either side may terminate the Consultancy contract with prior notice of one month. In case of instant termination by the NCPCR, one (01) month's remuneration will be paid in lieu of notice period.

10. Final engagement of the consultants will be made with the approval of the Chairperson, NCPCR in accordance with the provisions contained in the CPC Act, 2005 read with Rules/Regulations made there under. Any relaxation of above terms and conditions will be made with the approval of the Chairperson, NCPCR.

11. **These guidelines will come into force for future engagement of Consultants as well as existing Consultants from the date of issue of the communication.** The remuneration and category of existing consultants may be revised with the approval of the Chairperson, NCPCR. A Committee will be constituted for the same with the approval of the Chairperson, NCPCR.

Record Retention Schedule (Related to Complaints & Programme Related Records)

S. No.	Category	Nature of files
1.	Category 'A' Record (Digitize & Keep physical also)	<p>(a) Files which qualify for permanent preservation for reference purposes and which have to be microfilmed/digitized because they contain:</p> <ul style="list-style-type: none"> i. A document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or ii. Material likely to be required for frequent reference by different parties frequently/ simultaneously. <p>(b) Files of historical importance.</p>
2.	Category 'B' Records (Digitize but do not keep physical file)	This category will cover files required for permanent preservation for reference purpose in digital format. It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above.
3.	Category 'C' Records (Keep for specified period only)	<p>This category will include files of secondary importance having reference value for a limited period not exceeding 5 (five) years. In exceptional cases, if the record is required to be retained beyond the period of 5 (five) years it will be upgraded to "B" Category or higher category within "C" Category upon review while weeding out the files.</p> <p>C-1, C-2, C-3, C-4, C-5 means Category "C" files to be retained for 1 to 5 years respectively (after their closure) depending on the gravity of the matter dealt therein.</p>

Record Retention Schedule (Related to Complaints & Programme Related Records)

S. No.	Category of Record	Nature of files/records
1.	Category 'A' Record (Digitize & Keep physical records also)	(i) Files/inputs on International Treaties/Conventions, Memorandum of Understandings (MoUs) etc. provided by the Commission to the Government; (ii) Files/inputs on framing/amendment of Acts, Rules, Regulations etc. referred to the Commission by the Government; (iii) Records relating to important research studies, surveys and statistics/data.
2.	Category 'B' Records (Digitize but do not keep physical records)	(i) Records relating to complaints of POCSO Cases, offences under various other Laws relating to Children and/or Bhartiya Nyaya Samhita (BNS), 2023 prescribing imprisonment of 5 (five) years or more to be retained in physical for 3 years after closure of case and, thereafter, to be digitized and physical file/records to be weeded out.
3.	Category 'C' Records (Keep for specified period only)	
	Category "C-3" Records	(i) Records relating to complaints of POCSO Cases, offences under various other Laws relating to Children and/or Bhartiya Nyaya Samhita (BNS), 2023 prescribing imprisonment of more than 3 (three) years but less than 5 (five) years to be retained in physical for 3 years after closure of the case. Thereafter, file/records will be reviewed either for up gradation to Category "B" or weeding out depending upon gravity of offence and other accompanying circumstances. (ii) All files/records relating to programmes to be retained in physical for 3 years after conduct of internal as well as statutory audits of the accounts of the financial year when programme was organized.

	Category "C-2" Records	<ul style="list-style-type: none"> (i) Records relating to complaints of POCSO Cases, offences under various other Laws relating to Children and/or Bhartiya Nyaya Samhita (BNS), 2023 prescribing imprisonment of up to 3 (three) years to be retained in physical for 2 years after closure of case. Thereafter, file/record will be reviewed either for up gradation to Category "C"/"B" or weeding out depending upon gravity of offence and accompanying circumstances. (ii) Records relating to complaints which does not involve commission of any criminal/statutory offence and have been closed after the concerned Authorities have taken adequate action in the matter. (iii) Records relating to complaints which have been closed after forwarding the complaint to concerned Central/State Authorities for taking appropriate action at their end for its resolution under direct intimation to the complainant.
	Category "C-1" Records	<ul style="list-style-type: none"> (i) Records relating to complaints where case closed due to - <ul style="list-style-type: none"> (a) Complaints with inadequate/ incomplete Information; (b) Anonymous/Pseudonymous complaints; (c) Complaints closed due to its pendency before any Court/other Commissions; (d) Complaints closed owing to it being a service matter or other civil and family matter disputes; (e) Complaints closed owing to issues raised in the complaint falling outside the mandate of the Commission. (f) Complaints involving trivial matters.

Notes:

- (I) The above Record Retention Schedule (RRS) is meant only for files/records relating to complaints received in NCPCR under its mandate in the CPC Act, 2005 or the files/records relating to programmes undertaken by the Commission.
- (II) The existing files/records will be aligned and categorized under aforementioned categories/sub-categories.
- (III) The files/records which falls under Category "B" or Category "C-1" to "C-3" and have already been digitized, shall be weeded out (except where there is litigation/court case is pending in any Court) after careful review by concerned Division Heads.
- (IV) The files/records falling under Category "B" or any of the sub-categories under Category 'C' where any Court Case is pending or any Parliament Related matter is under consideration, the files shall be retained upon their review.
