



Organisation and Management

The Institute has two constitutional bodies, namely the General Body and the Executive Council. The General Body formulates policies while the Executive Council is responsible for management and administration of the Institute. The Executive Council may set up Standing or Adhoc committees from time to time to discharge specific functions. At present, an Adhoc Building Committee to oversee the construction of the buildings of the Regional Centres is in existence.

Meetings of the General Body and the Executive Council

The Thirty-sixth Annual General Meeting of the General Body of the Institute was held on 24 March 2005. It adopted the Annual Report of the Institute for 2003-04. It also approved Revised Estimates 2004-2005 and Budget Estimates 2005-2006. The General Body, besides adopting the Annual



Thirty-sixth Annual Meeting of General Body in progress



Fifty-Sixth Meeting of Executive Council in progress





Dr. A. K. Gopal, Addl. Director, briefing the Members of Sub-Committee about the Institute's Work Plan

Report of the Institute for 2003-2004, made a general review of the programmes and activities of the Institute and gave its suggestions.

The Fifty-fifth and Fifty-sixth Meetings of the Executive Council of the Institute were held on 5 July, 2004 and 24 March 2005 respectively. Besides reviewing the programmes undertaken by the Institute during 2003-2004, the Council considered and approved the Annual Report of the Institute for the year 2003-2004, Revised Estimates 2004-2005, Budget Estimates 2005-2006 and other administrative and financial proposals. The Executive Council made a general



Smt. Veena S. Rao, Joint Secretary, WCD and Director I/c, NIPCCD addressing the Adhoc Building Committee Members

review of the programmes organised by the Institute during the year 2003-2004 and expressed its appreciation for the work done by the Institute during 2003-2004. The Executive Council considered and approved enhancing of financial powers of Additional Director and Joint Director(CS)/Regional Directors related to extension of powers already delegated by the Executive Council to the Director in Schedule I to Bye-laws, in the interest of work and for efficient functioning of the Institute. The Council also considered and approved amendments in the Recruitment Rules of various academic posts and stenographers.

Funds from Government of India

Grant-in-aid from the Government of India continued to be the main source of funding of the activities of the Institute. During the year 2004-2005, the Institute received a grant of Rs. 690.00 lakh under Non-Plan and Rs. 212.50 lakh under Plan. Besides, the Department of Women and Child Development allowed the Institute to use miscellaneous receipts and unspent balance amounting to Rs. 44.41 lakh under Non-Plan of the preceding year. An expenditure of Rs. 773.57 lakh and Rs. 226.17 lakh was incurred under Non-Plan and Plan respectively. Under UDISHA Project the Institute incurred an expenditure of Rs. 113.29 lakh during the year and under Swashakti Project, the expenditure incurred was Rs. 30.36 lakh.

Accounts and Audit

The Institute maintains its accounts on the accrual system of Accounting as provided in Bye-Law 60 of its Bye Laws. The Audit of the Annual Accounts was undertaken by M/s Kumar Narang & Co., New Delhi who were appointed as Auditors by Chairperson-cum-MOS, NIPCCD vide approval dated 18.10.2005. A copy of the Audit Certificate and Annual Accounts of the Institute are available in the section on "Audit Report and Annual Accounts 2004-05" of this Annual Report.

Personnel Matters

The Institute convened meetings of Selection Committee and the following posts were filled up on 'direct recruitment'.

Sl. No.	Name of Post	No. of Posts	Joining Date
1.	Joint Director	1	14-12-2004
2.	Assistant Director	1	1-02-2005

During the year, one employee appointed on compassionate ground.

Sl. No.	Name of Post	No. of Posts	Joining Date
1.	LDC	1	26-06-2004

During the year, various meetings of Departmental Promotion Committee were held and the following posts were filled up on promotion basis.

Sl. No.	Name of Post	No. of Posts	Date of Promotion
1.	Additional Director	1	10-03-2005
2.	Regional Director	2	11-03-2005
3.	Deputy Director	4	3 Adhoc Promotion 10-03-2005 1 Regular 10-01-2005
4.	Steno. Gr. I	3	19-11-2004
5.	Research Assistant	6	19-11-2004
6.	UDC	1	16-06-2004

The following employees in Group A, B & C were given benefits of ACP scheme during the year.

Sl. No.	Name of Post	No. of Posts
1.	Assistant Director	1
2.	Section Officer (Accounts)	1
3.	Assistant	2
4.	Steno. Gr. II	1
5.	Steno. Gr. III	3
6.	Accounts Clerk	1
7.	LDC	5
8.	Reprography Attendant	1

During the year, the following employees were retired on attaining the age of superannuation.

Sl. No.	Name of Post	Date of Retirement
1.	Gestetner Operator	31-08-2004
2.	Micro Film Projector Operator	28-02-2005
3.	Staff Car Driver	28-02-2005
4.	Regional Director	31-3-2005

During the year, the following employees were confirmed.

Sl. No.	Name of Post	No. of Posts	Date of Confirmation
1.	Assistant Director	3	28-02-2005
2.	Research Assistant	3	19-11-2004

Implementation of Official Language Policy

Hindi Section, setup in 1980 to implement various constitutional and legal provisions of Official Language Act, 1963, continued to promote Institute's Headquarters and its four Regional Centres. The Section also provides instant support to the training and other programme divisions in translation of training material, various proformae and providing guidance in use of Hindi from time to time. The services rendered by Hindi Section included translation of NIPCCD Annual Report, Annual Audit Report, Course Designs/brochures of various programmes and translation of various other materials/notes/letters etc. The detailed list of work done during the year is as under:

Published Reports/Books/Pamphlets etc.

1. Training Update
2. Annual Accounts and Audit Report of the Institute
3. Calendar of Programmes (2004-05)
4. National Resource Centre for Women - A Portal
5. Sampark

Agenda/Agenda Notes and Minutes of Various Meetings

1. Agenda and Agenda Notes on meeting of General Body held during 2004-05.
2. Agenda and Agenda Notes on meeting of Executive Council held during 2004-05
3. Minutes of the meetings of General Body and Executive Council held during the year.



Work Regarding Organization of Courses/ Workshops etc.

1. Workshop on Development of Training Module for Creche Workers.
2. Course on Holistic Development of Adolescents.
3. Orientation Course on Early Childhood Care & Development.
4. Capacity Building of Voluntary Organizations on Participatory Approach & Social Marketing Techniques in Nutrition & Health Education.
5. Workshop on Behavioral Problems of Children.

Other Miscellaneous Tasks

1. Highlights of Programmes organized during 2004-05.
2. Review of Annual Report and comments on Annual Audit Report
3. Work Plan of the Institute for the year 2004-05
4. Achievements of NIPCCD during 2004-05
5. Statistics on Children in India-Handbook.
6. Training Module for Creche Workers and Trainers (four Modules)

In order to promote use of Hindi during 2004-05, the following measures were also taken by the Institute:

1. The Official Language Committee constituted during 1980-81 continued to function during this year also. The meetings of the committee were held in each quarter regularly. All Regional Centres also have Official Language Implementation Committees and they organized meetings of these committees on quarterly basis.
2. To promote use of Hindi the following schemes were continued: (i) Incentive Scheme for original Hindi noting and drafting in official work (ii) Grant of 'Incentive Allowance' to Stenographers and Typists for doing their official work in Hindi in addition to English (iii) A Cash Award Scheme for Officers for giving dictation in Hindi (iv) A Cash Award Scheme regarding published research articles in Hindi (v) A Cash Award Scheme for organizing at least a three day programme in Hindi and (vi) A Prize Scheme

for writing a book connected with a subject of interest to the Institute originally in Hindi.

Dr. Om Raj Singh, Assistant Director was awarded incentive for his published research article in Hindi and eight other faculty members were given awards for organizing different courses/programmes exclusively in Hindi. Four typists of the Institute were granted incentive for doing typing work in Hindi in addition to English typing during this year.

3. During the period under report, two Typists were deputed for training in Hindi Typing through full time course. One has passed the typing examination and one another typist has been nominated for next session. One stenographer was trained in Hindi Stenography under Hindi Teaching Scheme of Official Language Department.
4. **Hindi Pakhwara** was celebrated during 01-15 September 2004. During this fortnight, a number of competitions were organized. The main function was organized on 15 September 2004. Dr. Vichar Das, Director, Central Translation Bureau was the Chief Guest on the occasion. Cash Awards were given to the winners of different competitions and Cash Awards were also given to those employees who stood first, second and third in the schemes, of Incentives for Noting and Drafting in Hindi and giving dictation in Hindi. To promote the use of Hindi in Institute three 'Hindi Workshops' were organized during this year.



Dr. Vichar Das, Director, Central Translation Bureau, addressing the audience on the occasion of Hindi Pakhwara Celebration