

CHAPTER-6



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 certain specific functions. At present, an Adhoc Building Committee to oversee the construction of the buildings of the Regional Centres and a Sub-Committee to monitor progress of the Campus of Regional Centre, Indore have been constituted.

Meetings of the General Body and the Executive Council

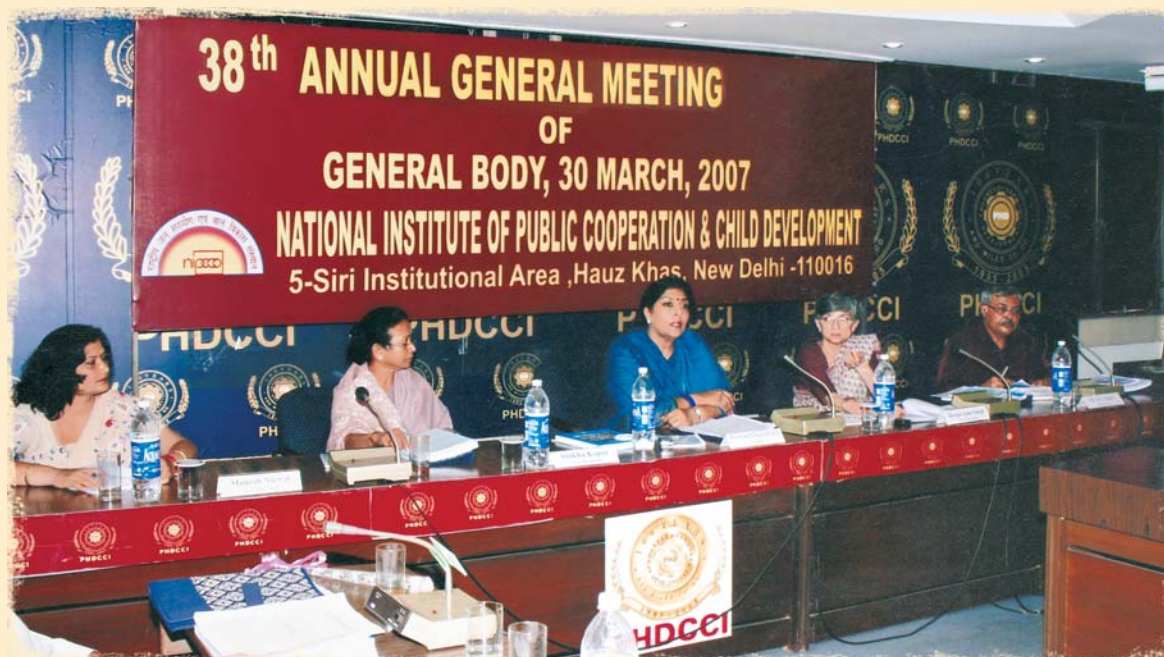
The Thirty-eighth Annual General Meeting of the General Body of the Institute was held on 30 March 2007. It adopted the Annual Report of the Institute for 2005-06, and also approved Revised Estimates for the year 2006-07 and Budget Estimates for 2007-08. The General Body, besides adopting the Annual Report of the Institute for 2005-06, made general review of the programmes and activities of the Institute and offered its suggestions.

The Fifty-eighth Meeting of the Executive Council of the



Smt. Renuka Chowdhury, Minister of State (Independent Charge), Women and Child Development, chairing the meeting of Executive Council

Institute was held on 30 March 2007. Besides reviewing the programmes undertaken by the Institute during 2005-06, the Council considered and recommended for approval by General Body the Annual Report of the Institute for the year 2005-06, Revised Estimates for 2006-07 and Budget Estimates for 2007-2008. The Executive Council made a general review of the programmes organised by the Institute during the year 2005-06 and expressed its appreciation. The Executive Council considered some proposals relating to the administrative and financial matters and approved these.



A view of Annual Meeting of General Body under the Chairpersonship of Smt. Renuka Chowdhury, Hon'ble Minister of State (Independent Charge), Ministry of Women and Child Development



The Meeting of the Committee to discuss the work plan of the Institute being chaired by Shri Chaman Kumar, Jt. Secretary-MWCD

Funds from Government of India

Grant-in-aid from the Government of India continued to be the main source of funding the activities of the Institute. During the year 2006-07, the Institute received a grant of Rs.750.00 lakh under Non-Plan and Rs.390.45 lakh under Plan fund. Besides, the Ministry of Women and Child Development allowed the Institute to use miscellaneous receipts and unspent balances amounting to Rs.11.40 lakh under Non-Plan and Rs. 105.03 lakh under Plan of the preceding year. An expenditure of Rs.811.53 lakh and Rs.512.93 lakh was incurred under Non-Plan and Plan respectively. Under training of ICDS functionaries, the Institute incurred an expenditure of Rs.48.97 lakh during the year and under Swayamsidha project, the expenditure incurred was Rs.7.85 lakh.

Accounts and Audit

The Institute maintains its accounts on the Accrual System of Accounting as provided in Clause 60 of its Bye-laws. The Audit of the Annual Accounts for 2006-07 was undertaken by M/s T.R. Chadha & Co., New Delhi who were appointed as Auditors by Chairperson-cum-MOS, NIPCCD, on behalf of the Executive Council. A copy of the Audit Certificate and Annual Accounts of the Institute are available in the section

on 'Audit Report and Annual Accounts 2006-07' of this Annual Report.

Personnel Matters

The Institute convened meetings of Selection Committee in 2006-07 to fill-up posts through 'direct recruitment'.

Posts Filled by Direct Recruitment during 2006-07

S. No.	Name of Post	No. of Posts
1.	Section Officer (Accounts)	1
2.	Stenographer Grade-II	1
3.	Assistant	1

Promotions during the year 2006-07

In all 10 faculty members and staff were given promotions during the year 2006-07.

S. No	Post Promoted to	No. of Posts
1.	Deputy Director	5
2.	Assistant Director	2
3.	Section Officer (Accounts)	1
4.	LDC/Typist	1
5.	Driver Special Grade	1

Benefits of ACP Scheme during the year 2006-07

During the year 2006-07 nineteen employees of Group B, C and D were given benefits of ACP Scheme. The details are as under:

S. No	Name of Post	No. of Posts
1.	Sr. Artist	1
2.	Steno Grade-I	2
3.	Assistant	2
4.	Accounts Clerk	1
5.	Technician	1
6.	UDC	5
7.	LDC	3
8.	Assistant Electrician	1
9.	Reprography Attendant	1
10.	Peon-cum-Messenger	2

Retirements

During the year 2006-07 following staff members retired from the Institute on attaining the age of superannuation/ on voluntary retirement.

S.No.	Name and Date of Retirement	Designation
1.	Dr. (Ms.) Usha Abrol 31.07.2006	Regional Director
2.	Shri R.S. Raut 31.05.2006	Assistant Administrative Officer
3.	Shri Karam Chand 31.01.2007	Chowkidar
4.	Shri Darshan Singh 28.02.2007	Peon-cum-Messenger

Implementation of Official Language Policy

With a view to implementing various constitutional and legal provisions of Official Language Act, 1963, the Institute set up a Hindi Section in 1980. This section is actively involved



A view of celebration of Hindi Pakhwara

in promotion of use of Hindi at Headquarters and its Regional Centres. It also provides required support to the training and other programme divisions in translation of training material, various proforma and providing guidance in use of Hindi from time to time. The services rendered by Hindi Section included translation of Annual Report, Annual Audit Report, course designs/brochures of various programmes and translation of various other material/notes/letters etc. Details of work done during the year are as under.

Published Reports/Books/Pamphlets

- Review of Annual Report and Comments on Annual Audit Report.
- Calendar of Programmes (April to June 2006)
- Calendar of Programmes (2006-07)
- Annual Report of National Children's Fund
- Annual Report (2005-06)
- Annual Audit Report (2005-06)
- Highlights of Programmes (2006-07)
- Syllabus for Job Training of AWWs
- Syllabus for Orientation Training of Trainers of AWTCs/MLTCs/STIs
- Syllabus for Induction Training of AWWs

- Syllabus for Job Training of Supervisors
- Syllabus for Induction Training of Supervisors
- Brochure on Adolescents Guidance Services Centre

Agenda/Agenda Notes and Minutes of Meetings

- Agenda and Agenda Notes on meeting of General Body held during 2006-07
- Agenda and Agenda Notes on meeting of Executive Council held during 2006-07
- Minutes of the Meetings of General Body and Executive Council held during the year

Work Related to Training Programmes/ Workshops/Seminars

- Handbook for Anganwadi Workers
- Training Programme on Empowerment of Adolescents
- Monitoring of Creches running under Rajiv Gandhi National Creche Scheme for Children of Working Mothers.
- Workshop on Child Marriages in India -Social, Legal and Human Rights Dimension
- Skill Training on Supervisory and Managerial Skill of Trainers of AWTCs/MLTCs
- Orientation Course on Methodologies for Grant-in-aid from Government and Non-Government Sources
- Skill Training Programmes for AWTCs/MLTCs
- Orientation Programme for Implementation of Women-Related Government Schemes
- Skill Training Programme on Early Childhood Education for Instructors of AWTCs/MLTCs
- Training Programme on Integrating Gender Perspectives in Health and Nutrition Programmes

- National Seminar on Prevention of Trafficking of Women and Children
- Workshop on Prevention of Trafficking of Women and Children and HIV/AIDS

In order to promote use of Hindi during 2006-07, the following measures were taken by the Institute:

- 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 have Official Language Implementation Committees and they also organised meetings of these committees on quarterly basis.
- To promote use of Hindi these 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 official work in Hindi in addition to English (iii) Cash Award Scheme for officers for giving dictation in Hindi. One Stenographer and three Typists were granted incentive for doing typing work in Hindi in addition to English typing.
- During the period under report one Typist successfully completed the training in Hindi Typing, through full time course.
- 'Hindi Pakhwara' was celebrated during 1-15 September 2006. During this fortnight a number of programmes were organised. The main function was organised on 15 September 2006. Shri Narender Singh, Under Secretary, All India Council for Technical Education was the chief guest on the occasion. Cash awards were given to the winners of the competitions and to officers for giving dictation in Hindi.
- To promote the use of Hindi, four Hindi workshops were organised during the year.
- Officers of Ministry of Women and Child Development visited the Institute on 26 March 2007 for inspection of progressive use of official language in the Institute.