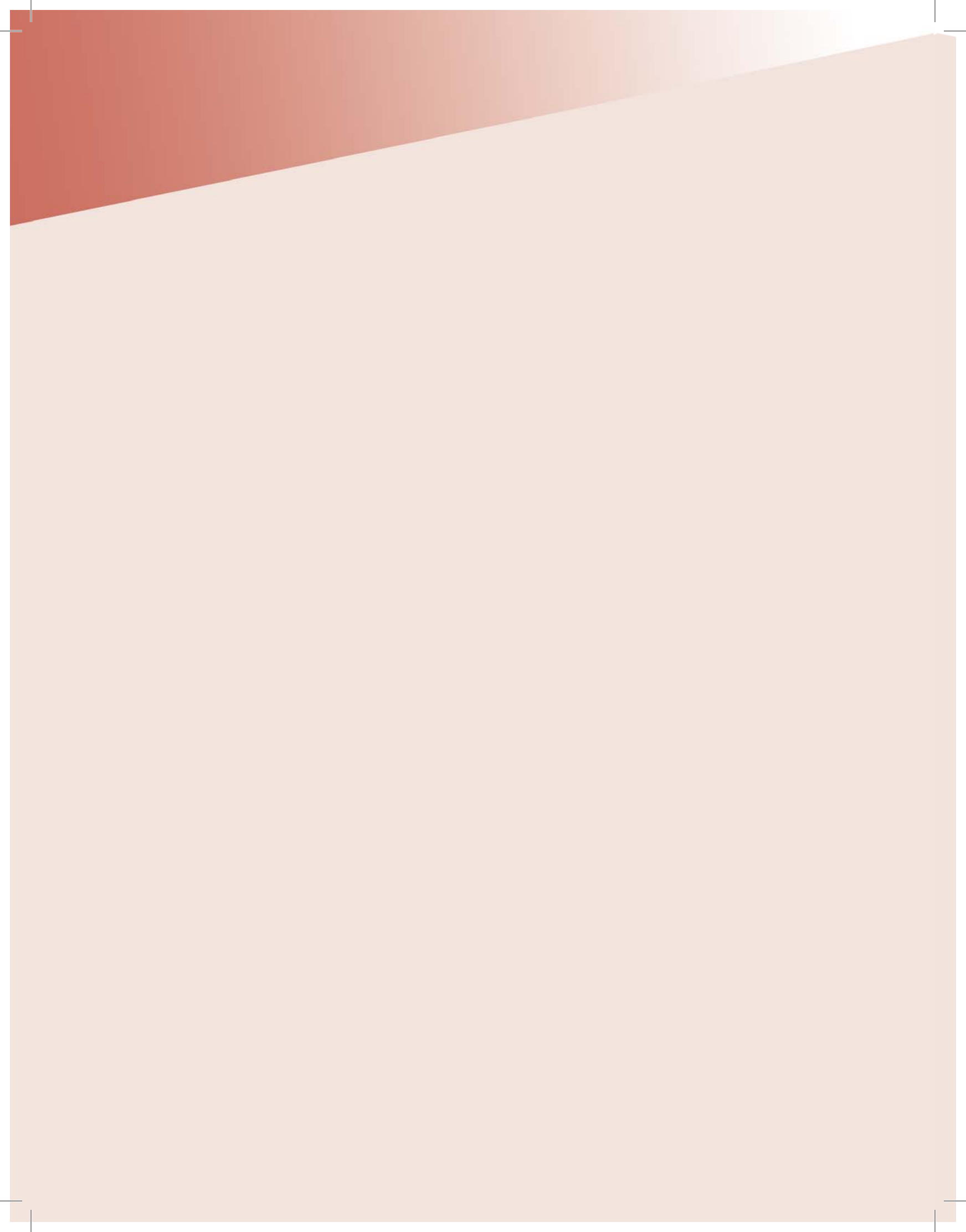


CHAPTER 5





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



Dr. A. K. Gopal, Director, NIPCCD welcoming Shri Anil Kumar, Secretary, Ministry of Women and Child Development at the meeting of Executive Council

from time to time to discharge certain specific functions. At present, an Adhoc Building Committee is in existence to oversee the construction of the buildings of the Regional Centres.

Meetings of the General Body and the Executive Council

The Thirty-ninth Annual General Meeting of the General Body of the Institute was held on 31 March 2008. It adopted



A view of Annual Meeting of General Body under the Chairpersonship of Shri. Anil Kumar, Secretary, Ministry of Women and Child Development

the Annual Report of the Institute for 2006–07, and also approved Revised Estimates for the year 2007–08 and Budget Estimates for 2008–09. The General Body, besides adopting the Annual Report of the Institute for 2006–07, made general review of the programmes and activities of the Institute and offered its suggestions.

The Fifty-ninth Meeting of the Executive Council of the Institute was held on 31 March 2008. Besides reviewing the programmes undertaken by the Institute during 2006–07, the Council considered and recommended for approval by the General Body the Annual Report of the Institute for the year 2006–07, Revised Estimates for 2007–08 and Budget Estimates for 2008–09. The Executive Council made a general review of the programmes organised by the Institute during the year 2006–07 and expressed its appreciation. The Executive Council considered some proposals relating to the administrative and financial matters and approved these.

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 2007-08, the Institute received a grant of Rs.850.00 lakh under Non-Plan and Rs.650.00 lakh under Plan fund. An expenditure of Rs.873.90 lakh and Rs.628.46 lakh was incurred under Non-Plan and Plan respectively. Under the training of ICDS functionaries, the Institute incurred



A Meeting of the Committee to discuss work plan of the Institute being chaired by Smt. Kamalakshi Sarma, Vice-Chairperson, NIPCCD

an expenditure of Rs.68.67 lakh during the year and under the Swayamsidha project, the expenditure incurred was Rs.6.15 lakh.

Accounts and Audit

The Institute maintains its accounts on the basis of Accrual System of Accounting as provided in Clause 60 of its Bye-laws. The Audit of the Annual Accounts for 2007-08 was undertaken by M/s T.R. Chadha & Co. New Delhi who was 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 2007-08' of this Annual Report.

Personnel Matters

The Institute convened meetings of the Selection Committee in 2007-08 to fill-up posts through 'direct recruitment'.

Posts filled by Direct Recruitment during 2007-08

S. No.	Name of Post	No. of Posts
1.	Deputy Director	1
2.	Stenographer Grade-II	1

Promotions during the year 2007-08

In all 16 faculty members and staff were given promotions during the year 2007-08

S. No.	Post Promoted to	No. of Posts
1.	Joint Director / Regional Director	3
2.	Deputy Director	4
3.	Assistant Director	4
4.	Accounts Officer	1
5.	Section Officer (Accts.)	1
6.	Assistant Accountant	1
7.	Staff Car Driver Grade-I	1
8.	Staff Car Driver Grade-II	1

Benefits of ACP Scheme during the year 2007-08

During the year 2007-08 twenty-two employees of Group A, B, C and D were given benefits of ACP Scheme. The details are as under:

Sl. No.	Name of Post	No. of Posts
1.	Editor	1
2.	Stenographer Grade-I	1
3.	Assistant Librarian/ Tech. Assistant (Library)	2
4.	Stenographer Grade-III	1
5.	Proof Reader	1
6.	Assistant Electrician	1
7.	Lower Division Clerk	4
8.	Peon-cum-Messenger	6
9.	Chowkidar	4
10.	Safai Karamchari	1

Retirements

During the year 2007-08 the following staff members retired from the Institute on attaining the age of superannuation/ on voluntary retirement.

Sl. No.	Name and Date of Retirement	Designation
1.	Shri P.K. Bhattacharjee 31.10.2007	Regional Director
2.	Shri A.K. Nanda 31.07.2007	Joint Director
3.	Dr. (Smt.) K.L. Goswamy 29.02.2008	Regional Director
4.	Dr. (Smt.) B.S. Anuradha 31.12.2007 (Voluntarily retired)	Deputy Director
5..	Shri Suresh Chander 30.09.2007	Driver Grade-I
6.	Shri Prem Singh 30.04.2007	Chowkidar

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 in the promotion of use of Hindi at its headquarters and Regional Centres. It also provides required support to the training and other programme divisions in translation of training



Meeting of the Sub Committee of the Parliamentary Committee on Official Language Committee

material, various proforma and providing guidance in use of Hindi from time to time. The services rendered by the 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. Detailed list of work done during the year is as under.

Published Reports/Books/Pamphlets etc.

- Review of Annual Report and Comments on Annual Audit Report.
- Calendar of Programme (2007-2008)
- Annual Report of the Institute (2006-07)
- Annual Audit Report (2006-07)
- Highlights of Programmes (2007-08).

Agenda/Agenda Notes and Minutes of Various Meetings

- Agenda and Agenda Notes on Meeting of General Body held during 2007-08.
- Agenda and Agenda Notes on Meeting of Executive Council held during 2007-08.
- Minutes of the Meetings of General Body and Executive Council held during the year.

Work Related to Training Programmes/ Workshops/Seminars

- Revision of Handbook for AWWs
- Material for Nutrition and Health Education Kit for AWWs
- NIPCCD Hostel Rules
- Training Programme on Integrating Gender Perspectives in Health and Nutrition Programmes
- Material Regarding Campaign on Female Foeticide
- Training Programme on Empowerment of Adolescents
- Workshop on Child Marriages in India - Social, Legal and Human Rights Dimension
- National Seminar on Prevention of Trafficking of Women and Children.
- Workshop on Prevention of Trafficking of Women & Children and HIV/AIDS
- Project on Best Practices of Nutrition and Health Education in ICDS
- Four case studies related to Adolescent Guidance Service Centre
- Workshop on Documentation of Best Practices of Nutrition and Health Education

- Orientation Workshop on Domestic and Gender-Based Violence
- Orientation Programme for Women and Children of Weaker Sections on Integrated Micro Planning
- Documentation of Best Practices on Early Childhood Education in ICDS
- Training of Trainers on Recent Developments in Nutrition and Health Care of Children and Women
- Skill Training on Supervisory and Managerial Skill of Trainers of AWTCs/MLTCs
- Orientation Training on Establishing and Managing a Voluntary Organisation
- Skill Training Programme on Early Childhood Education for Instructors of AWTCs/MLTCs
- Monitoring of Creches running under Rajiv Gandhi National Creche Scheme for Children of Working Mothers.

In order to Promote use of Hindi during 2007-08, the following measures were taken by the Institute.

- Meetings of Official Language Committee were held in each quarter of the year regularly. All Regional Centres also have Official Language Implementation Committees

and they also organised meetings of these committees on quarterly basis.

- To promote use of Hindi the schemes continued were: (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) Cash Award Scheme for officers for giving dictation in Hindi.
- First Sub Committee of the Parliamentary Committee on Official Language Committee inspected the Institute on 12 June 2007 regarding Implementation of Official Language.
- During the period under report one Typist was deputed for training in Hindi Typing through full time course and he passed the examination.
- 'Hindi Pakhwara' was celebrated during 1-14 September 2007. During this fortnight, a number of programmes were organised. The main function was organised on 14 September 2007. Shri Ramesh Chand Joshi, Consultant, Kendriya Sachivalya Hindi Parishad was the chief guest at the occasion. Cash Awards were given to the winners of the competition and to officers for giving dictation in Hindi.
- To promote use of Hindi, Hindi Workshops were organised regularly in the Institute.



A view of celebration of Hindi Pakhwara