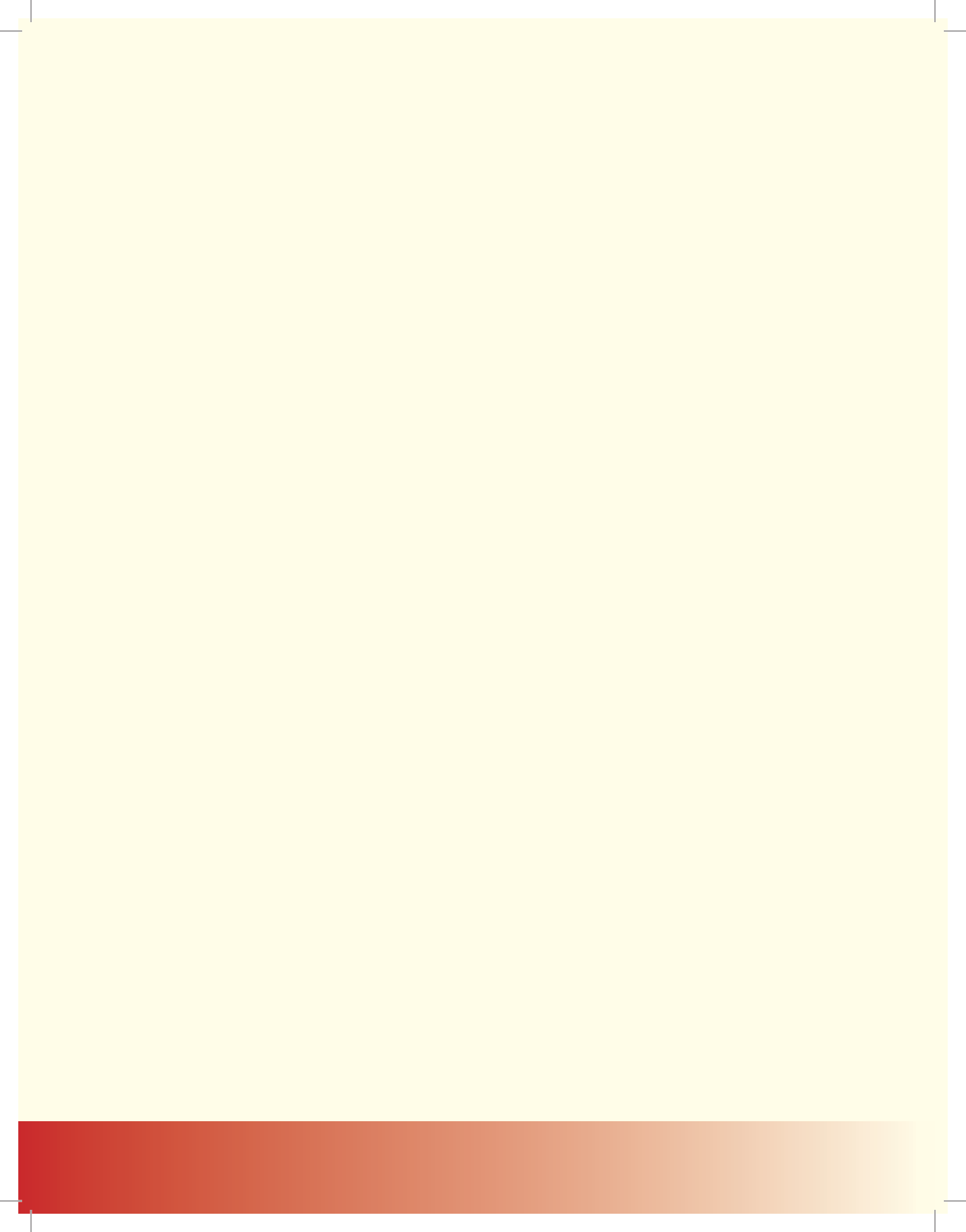




## **CHAPTER 5**



## Organisation and Management

The Institute has two constitutional bodies, viz. 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 is in existence to oversee the construction of the buildings of the Regional Centres.

### Meetings of the General Body and the Executive Council

The Fortieth Annual General Meeting of the General Body of the Institute was held on 24 March 2009. It adopted the Annual Report of the Institute for the year 2007–08, and also approved Revised Estimates for the year 2008–09 and Budget Estimates for 2009–10. The General Body, besides adopting the Annual Report of the Institute for 2007–08, made general review of the programmes and activities of the Institute and offered its suggestions.

The Sixtieth Meeting of the Executive Council of the Institute was held on 24 March 2009 in addition to reviewing the programmes undertaken by the



*Shri Anil Kumar, Secretary, Ministry of Women and Child Development chairing the Meeting of Executive Council*

Institute during 2007–08, the Council considered and recommended for approval by General Body the Annual Report of the Institute for the year 2007–08, Revised Estimates for 2008–09 and Budget Estimates for 2009–10. The Executive Council made a general review of the programmes organised by the Institute during the year 2007–08 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 2008–09, the Institute received a grant of Rs.1216.00 lakh under Non-Plan and Rs.764.74 lakh under Plan fund. An expenditure of Rs.1244.00 lakh and Rs.687.12 lakh was incurred under Non-Plan and Plan respectively.



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

### Accounts and Audit

The Institute maintains its accounts on the basis of Accrual System of Accounting as provided in Bye-law 60 of its Bye-laws. The Audit of the Annual Accounts for 2008-09 was undertaken by M/s M.C. Maheshwari

& 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 2008-09' of this Annual Report.

## Personnel Matters

The Institute convened meetings of Selection Committee in 2008-09 to fill-up posts through 'direct recruitment'.

### *Posts filled by Direct Recruitment during 2008-09*

S. No.	Name of Post	No. of Posts
1.	Junior Hindi Translator	1

### *Promotions during the year 2008-09*

In all two faculty members were given promotions during the year 2008-09.

S. No.	Post Promoted to	No. of Posts
1.	Deputy Director	2

### *Benefits of ACP Scheme during the year 2008-09*

During the year 2008-09 eleven employees of Group A, B, C and D were given benefits of ACP Scheme. The details are as under:

S. No.	Name of Post	No. of Posts
1.	Publication Officer	1
2.	Section Officer(A/Cs)	1
3.	Assistant Librarian	1
4.	Lower Division Clerk	2
5.	Peon-cum-Messenger	4
6.	Chowkidar	1
7.	Hostel Attendant	1

## Retirements

During the year 2008-09 following faculty member retired from the Institute on attaining the age of superannuation.

S. No.	Name and Date of Retirement	Designation
1.	Smt. Putul Bose 31.01.09	Assistant Director

## Implementation of Official Language Policy

The Institute has a Hindi Section in existence since 1980 which monitors the use of Hindi with respect to various constitutional and legal provisions of Official Language Act, 1963. This section is actively involved 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 besides providing guidance in use of Hindi from time to time. During the year activities of Hindi Section included translation of Annual Report, Annual Audit Report, course designs/brochures of various programmes and translation of various other material/



*A view of celebration of Hindi Pakhwara at the Headquarters at New Delhi*



notes/letters etc. The list of major translation jobs performed during the year is shown below.

### **Published Reports/Books/Pamphlets etc.**

- ❖ Review of Annual Report and Comments on Annual Audit Report.
- ❖ Calendar of Programme, 2008-09
- ❖ Annual Report of the Institute, 2007-08
- ❖ Annual Audit Report, 2007-08
- ❖ Highlights of Programmes, 2008-09
- ❖ Annual Report of National Children's Fund (NCF), 2006-07
- ❖ Annual Report of National Children's Fund (NCF), 2007-08

### **Agenda/Agenda Notes and Minutes of Various Meetings**

- ❖ Agenda and Agenda Notes on Meeting of General Body held during 2008-09
- ❖ Agenda and Agenda Notes on Meeting of Executive Council held during 2008-09
- ❖ Minutes of the Meetings of General Body and Executive Council held during the year

### **Work Related to Training Programmes/ Workshops/Seminars**

- ❖ Scheme of Administration of National Children's Fund (NCF)
- ❖ Guidelines and Project Proposals of National Children's Fund (NCF)
- ❖ Suggestions Received from Bureau Heads of MWCD/Members of Executive Council & General Body /State Govts. /NGOs for inclusion in the Annual Plan Proposals of the Institute for the year 2009-10

- ❖ State-Specific Observations of ICDS Projects
- ❖ Regional Consultation of the Members of the Juvenile Justice Boards (JJBs)
- ❖ Training Programme on Legal Matters and Counselling Pertaining to Women's Issues
- ❖ Sensitisation Programme on Prevention of Child Marriages in India for Voluntary Organisations
- ❖ Sensitisation Programme for the Functionaries of Voluntary Organisations and Government Officials on Women Empowerment
- ❖ Orientation Workshop on Domestic and Gender-Based Violence
- ❖ Directories of Voluntary Organisations
- ❖ Database on Protection Officers and Service Providers under Protection of Women from Domestic Violence Act (PWDVA), 2005
- ❖ Skill Training of Instructors of AWTCs/MLTCs on Community Mobilisation and Participation
- ❖ Sensitisation Programme for Instructors of MLTCs and AWTCs on Prevention of Micronutrient Malnutrition
- ❖ Documentation of Best Practices on Nutrition and Health Education
- ❖ Orientation Course on Interventions for Children Affected by Trauma, Abuse and Neglect
- ❖ Advanced Diploma in Child Guidance and Counselling

With the view to promote use of Hindi during 2008-09, following measures were taken by the Institute.

- ❖ Meetings of Official Language Committee were organised in each quarter of the year regularly.

All Regional Centres also have Official Language Implementation Committees and they also conducted meetings of these committees on quarterly basis.

- ❖ To promote use of Hindi, the Institute continued following schemes: (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, and (iii) Cash Award Scheme for officers for giving dictation in Hindi.
- ❖ 'Hindi Pakhwara' was celebrated during

1-15 September 2008. During this fortnight, a number of programmes were organised. The main function was organised on 15 September 2008 in which Shri Devender Kumar Choubey, Associate Professor, School of Languages, Literatures and Cultural Studies, Bharatiya Bhasha Kendra, Jawaharlal Nehru University (JNU) was the chief guest. Cash Awards were given to the winners of the competition and to officers for giving dictation in Hindi.

- ❖ Hindi Workshops to promote use of Hindi were organised regularly in the Institute.



*A view of celebration of Hindi Pakhwara at Regional Centre Bangalore*