

**National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110 016**

RIGHT TO INFORMATION ACT 2005
Manual^{*} as listed in Section 4 (1) (b) of the Act

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Institute was set-up on 28 February 1966 by Planning Commission as Central Institute of Research and Training in Public Cooperation (CIRTPC) as a society under the Societies Registration Act, 1860. In 1975, with the initial support of UNICEF, a 'Child Development Division' was added to the CIRTPC. The Institute was re-organized, re-named and re-registered in July 1975 as National Institute of Public Cooperation and Child Development commonly known as "NIPCCD".

National Institute of Public Cooperation and Child Development is a premier organisation devoted to promotion of voluntary action and research, training and documentation in the overall domain of women and child development. It functions under the aegis of the Ministry of Women and Child Development. In order to cater to the region-specific requirements of the country, the Institute, over a period of time, has established five Regional Centres at Guwahati (1978), Bangalore (1980), Lucknow (1982), Indore (2001) and Mohali (2019).

The objects of the Institute are:

- o to develop and promote voluntary action in social development;
- o to take a comprehensive view of child development and to develop and promote programmes in pursuance of the National Policy for Children;
- o to develop measures for coordination of governmental and voluntary action in social development ; and
- o to evolve framework and perspective for organizing children 's programme through governmental and voluntary efforts.

Mission / Vision

The vision of the Institute is to become a centre of excellence in the field of women and child development in the South-East Asian Region by developing linkages and partnership with National and International Agencies and making its training and research activities relevant to the needs of its clients. The Institute envisions itself as an umbrella organisation that will facilitate and stimulate exchanges between field experiences and academic research.

* A detailed Manual on the Right to Information Act is available with PIO

Main activities

With a view to achieve the objects mentioned above, the Institute conducts:

- (i) to conduct, promote, sponsor and collaborate in research and evaluation duties in voluntary action and in child development;
- (Ii) to review programmes for children in the light of the National Policy for Children;
- (Iii) to review voluntary action in social development;
- (Iv) to identify problems and needs in the area of voluntary action and child development and suggest approaches to meet them ;
- (v) to organize and sponsor training programmes / orientation courses and workshops / seminars / conference for personnel **in** government service (including higher level Government Staff) and voluntary sector engaged **in** social action, child development and allied activities;
- (vi) to serve as a clearing house for information pertaining to child development and voluntary action and to organize for the purpose , services for documentation, storage of information, preparation of inventories of research studies, preparation of directories of organizations and publications;
- (vii) to advise the Central and State Governments and its agencies, and various other institutions, **in** the further development and implementation of policies for child development and voluntary action;
- (viii) to provide technical service facilities to governmental and voluntary organizations **in** the formulation and implementation of programmes of child development and voluntary action;
- (ix) to establish liaison with research institutions, universities and other bodies engaged in studies and activities which relate to the development of the child and voluntary action, and undertake collaborative arrangements;
- (x) to do all such other lawful deeds as are conducive or incidental to the attainment of the above objects.

2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. Powers and duties of officers and employees are governed by the Rules and Regulations and Bye-laws of the Institute.
2. The duties and responsibilities of each category of officers and staff have been notified by internal circulars.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

There are two types of matters which are dealt with by the Institute viz., academic and non-academic.

For academic matters a 'Work Plan' is prepared by faculty, under the supervision of concerned Joint Directors of programme divisions and departmental heads and Director and Academic Committee. Finally, the same is approved by the Executive Council for organizing the training courses, seminars / workshops, research and evaluation studies and other programmes.

For processing the non-academic matters like procurements of stores, training material, equipments, stationery items and obtaining services the provisions in Bye-laws of NIPCCD and General Financial Rules of Government of India are followed **in** case to case basis. These cases are approved by the competent authorities as per powers delegated to them in Schedule I & IA to Bye-laws of the Institute. All the above Officers are responsible for supervision and accountable for their area of work.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The general norms set by Government of India for discharging of functions by its employees are applicable to NIPCCD employees

5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- (i) Files
- (ii) Agreement with Catering Contractors
- (iii) Agreement with CPWD
- (iv) Annual Maintenance Contract of equipments

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- (i) Constitution
- (ii) Bye-laws
- (iii) Rules regarding reimbursement of medical expenses
- (iv) Guidelines for appointment Of Consultants
- (v) Hostel Rules
- (vi) Appointment of Hostel Warden 's Rules

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

By and large, NIPCCD policies are in line with the various policies framed by the Government of India from time to time.

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

The NIPCCD has no affiliated bodies. However, Rule 2 of Rules and Regulations provide for two administrative authorities viz. General Body and Executive Council. The composition of these two bodies is available in Rule 3.1 and Rule

6.1 of Rules and Regulations. The current composition of these two bodies (name and address) is available with Public Information Officer. Only members of these bodies are eligible to participate in these meetings. Only bonafide members are sent the copies of minutes of the meetings of these bodies.

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Directory of its officers and employees is printed in NIPCCD and is available with Publication Officer.

National Institute of Public Cooperation and Child Development
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10. STAFF STRENGTH (as on 01.01.2021)

DETAILS OF SANCTIONED POST, FILLED UP POST

GROUP	SANCTIONED STRENGTH	IN POSITION	Vacant
A	79	36	43
B	96	46	50
C	96	57	39
C (upgraded from Group 'D')	67	32	35
TOTAL	338*	171**	167

* Including 15 posts sanctioned for Regional Centre, Raipur, Chhattisgarh. These 15 posts are vacant as this centre is still not in existence.

**In addition to 171 posts, 05 incumbents holding supernumerary posts in Group 'C'; also in position. These 05 posts are not taken in the Sanctioned Strength.

GROUP ' A '

S.No.	Name of Post	Sanctioned Strength	In Position	Total Vacant
1.	Director	01	-	01
2.	Additional Director	02	01	01
3.	Joint Directors / Regional Directors	10	03	07
4.	Joint Director (CS)	01	-	01
5.	Deputy Director (CS Div.)	02	02	-
6.	Editor	01	01	-
7.	Deputy Director (Prog. Div.)	16	10	06
8.	Sr. Programmer	01	01	-
9.	Assistant Director	44	18	26
10.	Publication Officer	01	-	01
Total		79	36	43

GROUP ' B '

S.No.	Name of Post	Sanctioned Strength	In Position	Total vacant
1.	Accounts Officer	10	03	07
2.	Asstt. Admn. Officer	08	04	04
3.	Hindi Officer	01	01	-
4.	Associate Librarian	01	01	-
5.	Supervisor Reprography	01	-	01
6.	Senior Artist	01	-	01
7.	Stenographer Grade-I	21	15	06
8.	Research Assistant	30	12	18
9.	Confidential Assistant	01	-	01
10.	Sr. Hindi Translator	01	-	01
11.	Assistant	17	08	09
12.	Jr. Hindi Translator	04	02	02
Total		96	46	50

GROUP ' C '

S.No.	Name of Post	Sanctioned Strength	In Position	Total vacant
1.	Assistant Librarian	05	04	01
2.	Photographer	01	01	-
3.	Assistant Accountant	04	04	-
4.	Offset Machine Operator	01	-	01
5.	Electrician	02	-	02
6.	Computer Operator	02	02	-
7.	Upper Division Clerk	11	06	05
8.	Accounts Clerk	02	02	-
9.	Stenographer Grade-II	12	10	02
10.	Handyman	01	-	01
11.	Demonstrator	01	-	01
12.	Dispatch Rider	02	01	01
13.	Lower Division Clerk	37	19	18
14.	Library Attendant	01	-	01
15.	Audio-visual-Technician	01	01	-
16.	Staff Car Driver	11	07	04
17.	Reprography Attendant	01	-	01
18.	Head Mali	01	-	01
Total		96	57	39

GROUP 'C' (Upgraded from Group 'D')

S.No.	Name of Post	Sanctioned Strength	In Position	Total vacant
1.	MTS	67	32	35
	Total	67	32	35

11. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

A detail of monthly remuneration received by each of its employees is available in office records in Head Office and Centres. Pay includes Basic Pay, DA & HRA as applicable under Central Government Rules and sanctioned by the competent authority. Besides the above, need based Consultancy fee, retainership and remuneration are paid to Consultants, Professionals appointed from time to time.

List of various categories of Administrative, Academic and other Support staff and their pay scales are as follows.

Group 'A'

S.No.	Name & Designation	Level of Pay as per Pay Matrix of 7 th CPC
1.	Director	13-A (Rs. 131100 - 216600)
2.	Additional Director	13 (Rs. 123100 - 215900)
3.	Joint Director/Regional Director	12 (Rs. 78800 - 209200)
4.	Deputy Director	11 (Rs. 67700 - 208700)
5.	Editor	11 (Rs. 67700 - 208700)
6.	Senior Programmer	11 (Rs. 67700 - 208700)
7.	Assistant Director	10 (Rs. 56100 - 177500)
8.	Publication Officer	10 (Rs. 56100 - 177500)

Group 'B'

S.No.	Name & Designation	Level of Pay as per Pay Matrix of 7 th CPC
1.	Accounts Officer	7 (Rs. 44900 - 142400)
2.	Asstt. Admn. Officer	7 (Rs. 44900 - 142400)
3.	Hindi Officer	7 (Rs. 44900 - 142400)
4.	Associate Librarian	7 (Rs. 44900 - 142400)
5.	Steno Grade-I	6 (Rs. 35400 - 112400)
6.	Research Assistant	6 (Rs. 35400 - 112400)
7.	Assistant	6 (Rs. 35400 - 112400)
8.	Sr. Hindi Translator	6 (Rs. 35400 - 112400)
9.	Jr. Hindi Translator	6 (Rs. 35400 - 112400)

Group 'C'

S.No.	Name & Designation	Level of Pay as per Pay Matrix of 7th CPC
1.	Assistant Librarian	5 (Rs. 29200 - 92300)
2.	Photographer	5 (Rs. 29200 - 92300)
3.	Assistant Accountant	5 (Rs. 29200 - 92300)
4.	Offset Machine Operator	5 (Rs. 29200 - 92300)
5.	Electrician	4 (Rs. 25500 - 81100)
6.	Computer Operator	4(Rs. 25500 - 81100)
7.	Upper Division Clerk	4(Rs. 25500 - 81100)
8.	Accounts Clerk	4(Rs. 25500 - 81100)
9.	Stenographer Grade-II	4(Rs. 25500 - 81100)
10.	Handyman	4(Rs. 25500 - 81100)
11.	Demonstrator	4(Rs. 25500 - 81100)
12.	Dispatch Rider	2 (Rs. 19900 - 63200)
13.	Lower Division Clerk	2 (Rs. 19900 - 63200)
14.	Library Attendant	2 (Rs. 19900 - 63200)
15.	Audio-visual-Technician	2 (Rs. 19900 - 63200)
16.	Staff Car Driver	2 (Rs. 19900 - 63200)
17.	Proof Reader	4(Rs. 25500 - 81100)
18.	Inker Feeder Man	2 (Rs. 19900 - 63200)
19.	Binder Cum Operator	2 (Rs. 19900 - 63200)
20.	Technician	4(Rs. 25500 - 81100)
21.	Data Entry Operator	4(Rs. 25500 - 81100)
22.	Plumber	2 (Rs. 19900 - 63200)
23.	Painter-cum-Polisher	2 (Rs. 19900 - 63200)
24.	Assistant Electrician	2 (Rs. 19900 - 63200)

Group 'C' (upgraded from Group 'D')

S.No.	Name & Designation	Level of Pay as per Pay Matrix of 7th CPC
1	MTS	1 (Rs. 18000 - 56900)

12. THE BUDGET ALLOCATION OF THE INSTITUTE

Institute incurs expenditure from the budget allocated by Ministry of Women and Child Development, Govt. of India.

The Budget (BE) Allocation for the financial year 2019-20 is as follows:

(Rs. in Crore)

Object Head Code	Object Head Name	Amount
2235.02.102.17.01.36	Revenue Salary	24.94
2235.02.102.17.01.31	Revenue General	7.32
2235.02.102.43.01.31	Revenue Non-NER General	20.00
2235.02.102.43.01.35	Non-NER Capital	8.94
2552.00.124.17.01.31	Revenue NER General	1.50
2552.00.124.17.01.35	NER Capital	0.30
	Total	63.00

13. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The information related to various schemes/programmes are available on our website. Other organizational information about the Institute is also available on the website.

14. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

NIPCCD works 5 days (Monday to Friday) a week.
Office timings are 9.00 a.m. — 5.30 p.m.

Besides, training courses, workshops, consultation meets, the Institute also conducts research / evaluation studies on important issues. It also undertakes programmes as assigned by the Ministry of Women and Child Development, Government of India. The Institute has a documentation center, which is an instant support to faculty for in-depth study of a subject of the area their interest. This has a specialized collection of research / evaluation studies / books etc., in the field of women, child development and voluntary action. The center is frequently visited by researchers in the field of Women and Child Development, ICDS etc. for consulting the information available in the center.

The Institute has a well-recognized Child Guidance Centre (CGC) started in 1980. The center is equipped with a multi-disciplinary team of mental health professionals over the past two decades, it had been running services to children with psychological problems and also extending consultancy services to schools, voluntary organizations and other institutions. In the recent years, the Institute has taken up the challenge of Advocacy of the cause of Child Mental Health through networking with professionals and key institutions and undertaking action projects.

The Institute has also initiated an Advanced Diploma in Child Guidance and Counseling during 2005-06 on great demand from the academic community. There has been an overwhelming response to the Diploma. The contents of the programme have been designed to bridge the gap of availability of trained professionals for undertaking counselling and guidance of children and families **in** different settings.

15. CONTACT DETAILS OF PUBLIC INFORMATION OFFICER (PIO) IN NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT UNDER SECTION 5 (1) OF THE RIGHT TO INFORMATION ACT,2005

Name of the Public Authority: **Central Public Information Officers (CPIO)**

A. Headquarters				
S. No	Name & Designation	STD Code	Phone	Address
Central Public Information Officer				
1	Shri Chand Ram Deputy Director, (Accts.) NIPCCD, New Delhi	011	26522009	R. N. 112, NIPCCD, 5 Siri Institutional Area, Hauz Khas, New Delhi - 16
E-Mail: chandram.nipccd@gov.in				
Central Assistant Public Information Officer				
2	Sh. Jayant Mahajan Assistant Administrative Officer (Pers.) NIPCCD, New Delhi	011	26963002 26963204 (Extn. 109)	R. N. 109, NIPCCD, 5 Siri Institutional Area, Hauz Khas, New Delhi - 16
E-Mail : aaopnipccd@gmail.com				
B. Regional Centres				
S.No	Name & Designation	STD Code	Phone	Address
1	Dr. Manju Dhondiyal Deputy Director, NIPCCD Regional Centre Guwahati	0361	2301519 (0) 2301649 (Fax)	NIPCCD Regional Centre, Jawahar Nagar, P. O. Khanapara Guwahati - 781022
E-Mail : manjudhondiyal@gmail.com				
2	Shri P.J. Philips Deputy Director, NIPCCD Regional Centre Bengaluru	080	28563796 (0) 28462818 (0) 28462817(0) 28461355 (Fax)	NIPCCD Southern Regional Centre, 18, New Town, Yelahanka, Opp. Federal Mogul Ltd., Doddaballapur Road, Bengaluru-560106
E-Mail : pjphilips@rediffmail.com				
3	Dr. Rajesh Mishra Deputy Director, NIPCCD Regional Centre Indore	0731	5537256 (0) 2467401 (0) 2762250 (Fax)	NIPCCD Regional Centre Bada Bagarada, Hathod Road, Gomat Giri, Opposite MPSEB Office, Indore - 453112
E-Mail : rajesh.nipccd@gov.in				
4	Shri Mukesh Kumar Maurya Assistant Director NIPCCD Regional Centre Lucknow	0522	2362543 (0) 2362643 (0) 2361885 (Fax)	NIPCCD Regional Centre, Kursi Road, PO Gudamba, Lucknow 226007
E-Mail : mukeshmaurya30@gmail.com				
5	Smt. Sunita Seshadri Deputy Director NIPCCD Regional Centre Mohali	0172	2972935 to 44	NIPCCD Regional Centre, Near Gurudwara Sector 79 Sahibzada Ajit Singh Nagar Mohali 140308
E-Mail : sunitaseshadri_7@yahoo.com				

Appellate Authority for HQs and all 4 Regional Centres

S. No	Name & Designation	STD Code	Phone	Address
1	Dr. P.Krishnamoorthy Additional Director NIPCCD, New Delhi	011	26963383 (0)	R. N. 301, NIPCCD, 5 Siri Institutional Area, Hauz Khas, New Delhi - 16
<i>E-Mail : pkrishna.nipccd@gov.in</i>				

Vide NIPCCD O.M. No. NI/XI/12/2005-Pers. Dated 10th July 2018.

Vide NIPCCD O.M. No.NI/XI/12/20015-Pers. Dated 27th August 2019.