

# **The National Commission For Protection Of Child Rights Rules, 2006**

UNION OF INDIA

India

## **The National Commission For Protection Of Child Rights Rules, 2006**

### **Rule**

### **THE-NATIONAL-COMMISSION-FOR-PROTECTION-OF-CHILD-RIGHTS- of 2006**

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The National Commission For Protection Of Child Rights Rules, 2006 Published vide Notification G.S.R. 450(E), dated 31.7.2006 and published in the Gazette of India, Extraordinary, Part 2, Section 3(i), dated 31.7.2006.

### **386.**

In exercise of the powers conferred by sub-section (1), read with clauses (a) to (d) of sub-section (2) of section 35 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006), the Central Government hereby makes the following rules, namely:-

#### **1. Short title and commencement.-(1) These rules may be called The National Commission for Protection of Child Rights Rules, 2006.**

(2) They shall come into force on the date on which the Commissions for Protection of Child Rights Act, 2005 (4 of 2006) shall come into force.

#### **2. Definitions .-In these rules, unless the context otherwise requires,-**

(a) "Act" means the Commissions for Protection of Child Rights Act, 2005 (4 of 2006); (aa) [ "Audit Officer" means the Comptroller and Auditor General of India or any person appointed by him in connection with the audit of the accounts of the Commission;] (b) "Commission" means the National Commission for Protection of Child Rights constituted under section 3; (c) "Chairperson" means the

Chairperson of the Commission;(ca)[ "Form" means a form annexed to these rules.] [Inserted by Notification No. G.S.R. 517 (E) dated 29.6.2012 (w.e.f. 31.7.2006)](d)"Member" means the Member of the Commission;(e)"Member Secretary" means the Member-Secretary of the Commission;(f)"section" means a section of the Act;(g)words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.

### **3. Eligibility for appointment as Chairperson and other Members .-No person having any past record of violation of human rights or child rights shall be eligible for appointment as Chairperson or other Members of the Commission.**

[3A. Norms for selection of Chair-person and Members. - A person shall not be selected as Chairperson or Member, unless he,-](a)[ is an Indian national] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](b)[ possesses a post graduate degree from a recognised university] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](c)[ has not been convicted or sentenced to imprisonment for an offence under any law for the time being in force] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](d)[ has not been removed or dismissed from service of the Central or State Government or a body or corporation owned or controlled by Central or State Government.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014]

### **4. Member-Secretary .-(1) The Member-Secretary appointed by the Central Government under sub-section (1) of section 11.**

(2)The Member-Secretary shall have a minimum tenure of three years.

### **5. Powers and duties of the Member-Secretary .-(1) The Member-Secretary shall-**

(i)have power to execute all decisions taken by the Commission in order to carry out the powers and functions of the Commission as provided in sections 13 and 14;(ii)exercise and discharge such powers and perform such duties as are required for the proper administration of the affairs of the Commission and its day to day management as specified in section 11;(iii)convene the meetings of the Commission in consultation with its Chairperson and serve notices of the meetings to all concerned;(iv)take steps to ensure that the quorum required for convening a meeting of the Commission is secured;(v)prepare, in consultation with the Chairperson, the agenda for each meeting of the Commission and have notes prepared by the Secretariat and such notes shall, as far as possible, be self-contained;(vi)make available specific records covering the agenda items to the Commission for reference;(vii)ensure that the agenda papers are circulated to the Members at least two clear working days in advance of the meeting, except in cases when urgent attention is required;(viii)prepare the minutes of the meetings of the Commission and shall execute the decisions of the Commission taken in the meeting and shall also ensure placing of the Action Taken Note of the decisions of the Commission before the Commission in its subsequent

meetings;(ix)ensure that the procedure of the Commission is followed by it in transaction of its business;(x)take up all such matters with the Ministry of Women and Child Development for release of grants, creation of posts, revision of scales, procurement of vehicles, appointment of staff, laying of annual and audit report in Parliament, re-appropriation of funds, residential accommodation, permitting any officer of the Commission for deputation abroad and any other matter requiring the approval of the Central Government;(xi)exercise such financial powers as are delegated to him by the Chairperson on behalf of the Commission:Provided that no expenditure on an item exceeding one lakh rupees shall be incurred without the sanction of the Chairperson;(xii)be the appointing and disciplinary authority in respect of officers and other employees of the Commission.

**6. Term of office of Chairperson and other Members .-(1) The Chairperson shall, unless removed from office under section 7, hold office for a period not exceeding three years, or till the age of sixty-five years, whichever is earlier.**

(2)Every Member shall, unless removed from office under section 7, hold office for a period not exceeding three years, or till the age of sixty years, whichever is earlier.(3)Notwithstanding anything contained in sub-rule (1) or sub-rule (2),-(a)a person who has held the office of Chairperson shall be eligible for re-nomination, and(b)a person who has held the office of a Member shall be eligible for re-nomination as a member or nomination as a Chairperson:Provided that a person who has held an office of Chairperson or Member for two terms, in any capacity shall not be eligible for re-nomination as Chairperson or, as the case may be, as Member.(4)If the Chairperson is unable to discharge his functions owing to illness or other incapacity, the Central Government shall nominate any other Member to act as Chairperson and the Member so nominated shall hold office of Chairperson until the Chairperson resumes office or till the remainder of his term.(5)The Chairperson or a Member may, by writing under his hand addressed to the Central Government, resign his office at any time.(6)A vacancy caused by death, resignation or any other reason shall be filled-up nomination within ninety days from the date of occurrence of such vacancy.[6A. Invitation of applications for the post of Chairperson and Member. - (1) Any vacancy for the post of Chairperson or Member shall be given wide publicity through open advertisement in at least four national daily newspapers (two English and two Hindi) having wide circulation and the advertisement shall also be made available on the website of the Ministry.](2) A time period of not less than four weeks shall be specified for receiving the applications from the date of publication of the advertisement in newspapers.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](3)[ The application shall be submitted in Form specified in Schedule IV.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014][6B. Selection Committee for appointment of Chairperson and Member. -- The Selection Committee shall consist of the Chairperson who shall be the Minister-in-charge of Ministry, the Secretary of the Ministry and one independent expert of eminence in the field of child rights, to be nominated by the Chairperson of the Selection Committee.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014][6C. Procedure for appointment of Chairperson or Member. - (1) The Selection Committee constituted under rule 6B, shall consider all the applications received by the Ministry.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](2)[ The applications fulfilling the eligibility criteria, under section 3, rule 3 and 3A, shall be scrutinized by the Selection Committee.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](3)[ The Selection Committee shall, after due consideration and having regard to

criteria specified in sub-section (2) of section 3, decide about the suitability of the applicants for holding the post of Chairperson or Member, as the case may be.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014](4)[ The applicant as selected by the Selection Committee shall be notified by the Ministry.] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014]

**7. Salaries and allowances .-(1) Save as otherwise provided in section 6, the Chairperson shall be paid salary equivalent to the salary of the [Secretary] to the Government of India and every other Member shall be paid salary equivalent to that of a [Additional Secretary] [Substituted by Notification No. GSR 207 (E) dated 24.3.2014] to the Government of India:**

Provided that where the Chairperson or any other Member is a retired Government servant, Semi-Government body, public sector undertaking or recognised research institution, the salary payable together with the pension or pensionary value of the terminal benefits, or both, received by him shall not exceed to the last pay drawn.(2)The salary and allowances payable to, and the other terms and conditions of service of the Member-Secretary and the other officers and other employees appointed for the purpose of the Commission shall be such as may be determined by the Central Government from time to time.(3)If the Chairperson or a Member is in service of the Central Government or a State Government, his salary shall be regulated in accordance with the rules applicable to him.

**8. Dearness allowance .-The Chairperson and every other Member shall receive dearness allowance appropriate to their pay at the rates admissible to officers of the equivalent level of the Central Government.**

**9. Compensatory (city) allowance .-The Chairperson and every other Member shall receive compensatory (city) allowance appropriate to their pay at the rates admissible to officers of the Central Government of equivalent level.**

**10. Leave .-The Chairperson and every other Member shall be entitled to leave as follows:-**

(a)Earned leave, half pay leave and commuted leave as admissible to Central Government servants in accordance with the Central Civil Services (Leave) Rules, 1972, as amended from time to time.(b)Extraordinary leave as admissible to the temporary Central Government servants under the Central Civil Services (Leave) Rules, 1972, as amended from time to time.

**11. Leave sanctioning authority .-(1) The Central Government shall be the authority competent to sanction leave to the Chairperson.**

(2)The Chairperson shall be the authority to sanction leave to every Member including the Member-Secretary.(3)The Member-Secretary shall be the authority to sanction leave to any officer or other employee of the Commission.

**12. Travelling allowance .-(1) The Chairperson and every other Member shall be entitled to draw travelling allowances and daily allowance at the rates appropriate to their pay admissible to equivalent post of the Central Government.**

(2)The Chairperson and every other Member shall be his own controlling officer in respect of his bills relating to travelling allowances and daily allowances.

**13. Residential accommodation .-(1) The Chairperson and every other Member shall be entitled to the use of an official residence as may be determined by the Government of India.**

(2)If the Chairperson or a Member is not provided with or does not avail himself of the accommodation provided under sub-rule (1), he shall be paid every month house rent allowance at the rates admissible to officers of an equivalent rank in the Central Government.

**14. Facility for conveyance .-The Chairperson and every other Member shall be entitled to the facilities of staff car for journeys for official and private purpose in accordance with the Staff Car Rules of the Government of India, as amended from time to time.**

**15. Facility for medical treatment .-The Chairperson and every other Member shall be entitled to medical treatment and hospital facilities as applicable to Central Government servants of equivalent rank as provided in the Central Government Contributory Health Scheme Rules, 1954 or as may be determined in the Central Government.**

**16. Residuary provisions .-The conditions of service of the Chairperson and the other Members for which no express provision has been made in these rules shall be such as may be determined by the Central Government.**

**17. Functions of the Commission .-The Commission shall, in addition to the functions assigned to it under clauses (a) to (j) of sub-section (1) of section 13, perform the following functions, namely:-**

(a)analyse existing law, policy and practice to assess compliance with Convention on the Rights of the Child, undertake inquiries and produce reports on any aspect of policy or practice affecting children and comment on proposed new legislation from a child rights perspective;(b)present to the Central Government annually and at such other intervals as the Commission may deem fit, reports upon the working of those safeguards;(c)undertake formal investigations where concern has been expressed either by children themselves or by concerned person on their behalf;(d)ensure that the work of the Commission is directly informed by the views of children in order to reflect their priorities and perspectives;(e)promote, respect and serious consideration of the views of children in its work and in that of all Government Departments and Organisations dealing with child;(f)produce and disseminate information about child rights;(g)compile and analyse data on children;(h)promote the incorporation of child rights into the school curriculum, teachers training and training of personnel dealing with children.

**18. Procedure for transaction of business .-(1) The Commission shall meet regularly at its office at Delhi at such time as the Chairperson thinks fit, but three months shall not intervene between its last meeting and the next meeting.**

(2)The Commission shall ordinarily hold its meetings in its office located in Delhi but may, in its discretion, hold its meetings at any other place in India if it considers it necessary or expedient to do so.(3)Secretariat assistance. - The Member-Secretary, alongwith such officers as the Chairperson may direct, shall attend the meetings of the Commission.(4)(i)The Member-Secretary shall, in consultation with the Chairperson, prepare the agenda for each meeting of the Commission and shall have notes prepared by the Secretariat and such notes shall, as far as possible, be self-contained;(ii)The records covering the agenda items shall be made readily available to the Commission for its reference;(iii)The agenda papers shall ordinarily be circulated to members at least two clear working days in advance of the meeting, except in cases when urgent attention is required.(5)Four members including the Chairperson shall form the quorum at every meeting of the Commission.(6)All decisions of the Commission at its meetings shall be taken by majority:Provided that in the case of equality of votes, the Chairperson, or in his absence the person presiding shall have and exercise a second or a casting vote.(7)If, for any reason, the Chairperson is unable to attend the meeting of the Commission, any Member chosen by the Members present from amongst themselves at the meeting, shall preside.

**19. Minutes of the meeting .-(1) The minutes of each meeting of the Commission shall be recorded during the meeting itself or immediately thereafter by the Member-Secretary or by any other officer of the Commission as directed.**

(2)The minutes of meeting of the Commission shall be submitted to the Chairperson for approval and, upon approval, be circulated to all members of the Commission at the earliest and in any case, sufficiently before the commencement of the next meeting.(3)The conclusions of the Commission in every matter undertaken by it shall be recorded in the form of an opinion and dissenting opinions, if

given, shall also form part of and be kept on record. Action shall be taken on the basis of majority opinion where there is any difference of opinion.(4)All orders and decisions of the Commission shall be authenticated by the Member-Secretary or any other officer of the Commission duly authorised by the Member-Secretary with the prior approval of the Chairperson in this behalf.(5)Unless specifically authorised, no action shall be taken by the Secretariat of the Commission on the minutes of the meetings until the Chairperson confirms the same.(6)A master copy of the record of all meetings and opinions of the Commission shall be maintained duly authenticated by the Member-Secretary.(7)A copy of the minutes pertaining to each item shall be kept in the respective files for appropriate action. Opinions shall be kept in respective records and for convenience, copies thereof with appropriate indexing shall be kept in guard files.

**20. Report of action taken .-Report of the follow up action shall be submitted by the Member-Secretary to the Commission at every subsequent meeting indicating therein the present stage of action taken on each item on which the Commission had taken any decision in any of its earlier meetings, excepting the items on which no further action is called for.**

**21. Transaction of business outside headquarters .-The Commission or some members may transact business at places outside its headquarters as and when previously approved by the Chairperson, provided that if parties are to be heard in connection with any inquiry under the Act, at least two members shall constitute the bench of the Commission for such purpose.**

**22. Panel of consultants .-(1) The Commission may constitute a panel of consultants for assisting the Commission in a wide range of tasks such as investigation or inquiry; to serve on task forces or Committees and for research and analysis.**

(2)The Commission may draw on experts from academic, research, administrative, investigative, legal or civil society groups to form the panel.(3)The Commission may devise a transparent process for the empanelling these consultants so that they are available for quick delegation of tasks.

**23. Annual report .-[(1) The Member-Secretary or any other officer of the Commission duly authorized by the Member-Secretary in this behalf shall prepare the annual report referred to in section 16 on or before the 30st day of June following the financial year to which that report relates.**

(1A)The annual report prepared under sub-rule (1) shall, after approval by the Commission, be signed and authenticated by the Member-Secretary.](2)The Commission shall also prepare special reports on specific issues as and when necessary under the direction of the Chairperson.(3)The Central Government shall cause the annual report and the special reports of the Commission to be

laid before each House of Parliament.(4)The annual report shall include information on administrative and financial matters; complaints investigated/inquired into; action taken on cases; details of research; reviews; education and promotion efforts; consultations; details and specific recommendations of the Commission on any matter, besides any other matter that the Commission may consider warranting inclusion in the report.(4A)[ The Annual Report shall have a separate Chapter detailing the recommendations made by the Commission during that financial year.] [Inserted by Notification No. G.S.R. 517 (E) dated 29.6.2012 (w.e.f. 31.7.2006)](5)In case the Commission considers that there could be a time lag for the preparation of the annual report, it may prepare and submit a special report to the Central Government.(6)The forms in which the budget may be prepared and provided and forwarded to the Central Government shall be as provided in Forms I, II, III and IV of Schedule I.(7)The estimated receipts and expenditure shall be accompanied by the revised budget estimates for the relevant financial year.(8)The budget shall, as far as may be, based on the account heads specified in Schedule II.

## **24. Financial powers .-(1) The Commission shall spend the sums of money received by it for the purposes of the Act.**

(2)The Chairperson shall have all powers relating to financial transaction of the Commission, except in cases, which require prior approval of the Central Government.(3)The Chairperson shall obtain prior approval of the Central Government in matters of creation of posts, revision of pay scales, procurement of vehicles, re-appropriation of funds from the head to another, permitting any officer of the Commission to participate in Seminars, conferences or training programmes abroad and such other matters determined by the Central Government, by order.(4)The Chairperson shall, subject to such conditions and limitations and control and supervision, have powers to delegate his financial powers to any Member or the Member-Secretary:Provided that no such powers shall be delegated in respect of incurring an expenditure on an item exceeding one lakh rupees without the prior approval of the Chairperson.(5)The Chairperson shall have powers to engage any person or persons as consultant or consultants for a specific purpose and for a specific period on the terms and conditions agreed in advance relating to honorarium, travelling allowance, dearness allowance.(6)The Member-Secretary shall have powers to execute all decisions taken by the Chairperson or any other Member on his behalf relating to financial matters.(7)All financial powers of the Commission shall be governed by the General Financial Rules, delegation of financial powers rules and economy instructions issued by the Ministry of Finance of the Central Government from time to time.

## **25. [ Accounts of the Commission.- (1) The annual statement of accounts of the Commission for every financial year' shall be prepared by the Member-Secretary or such officer of the Commission as may be authorized by the Member-Secretary in this behalf.**

(2)The Commission shall forward to the Central Government quarterly reviews of the progress of expenditure incurred and the expenditure likely to be incurred during the remaining part of the financial year.(3)The Member Secretary shall supervise the maintenance of the accounts of the Commission, the compilation of financial statement and returns and shall also ensure that all



accounts books, connected vouchers and other documents and papers of the Commission required by the Audit Officer for the purpose of auditing the accounts of the Commission are placed at the disposal of that officer.(4)The accounts of the Commission shall be maintained as per the Forms I to XII of Schedule III.(5)The annual statement of accounts shall be signed and authenticated by the Member Secretary.(6)The annual statement of accounts shall be submitted to the Audit Officer on or before the 30th of June following the year to which the accounts relate and the Audit Officer shall audit the accounts of the Commission and submit audit report.(7)The Commission shall, within thirty days of receipt of audit report, remedy any defect or irregularity pointed out therein, and submit its report to the Central Government and to the Audit Officer about the action taken by it.]

I

FORM I THE NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS Detailed Budget Estimates for the Year 20.....[See rule 23(6)] ADMINISTRATION (Expenditure) { || - | Head of Accounts | Actual for the past three year | Sanctioned estimate for the current year 20.... | Actual of last six months, i.e., 20.... | Actual of six months current year 20.... | Revised estimate for the current year 20.... | Budget estimate for the next year 20.... | Variations between Columns 5 and 8 | Variations between columns 8 and 9 | Explanation for columns 10 and 11 | - | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | - | ||||| } FORM II THE NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS ESTABLISHMENT Statement details of provision for pay of Officers/ Establishment for the year 20.....20.....[See rule 23(6)]

1	2	3	4	5	6	7
Name and Designation	Reference to page of estimate form	Sanctioned pay of the post	Amount of provisions for the year at the rate in column	Increment falling due within the year	Total provision for the year, i.e., total Columns 4 and 5	Remarks
Minimum/Maximum Actual Pay of the Person concerned due on 1st April next year	Date of increment	Rate of increment	Amount of increment for the year			
(a)	(b)	(c)	3(c)	(a)	(b)	(c)

FORM III THE NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS NOMINAL ROLLS [See rule 23(6)]

Name and Designation	Pay	Dearness allowance	Compensatory (City) allowance	House rent allowance	Overtime allowance	Children educational allowance	Leave travel concession	Other allowances	Total
1	2	3	4	5	6	7	8	9	10

Total

FORM IV THE NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS (ABSTRACT OF NOMINAL ROLLS)[See rule 23(6)]

Actual strength as on 1st March 20.....	Sanctioned Particulars of posts	Sanctioned budget grant 20.....20.....	Revised Estimates 20..... 20.....	Budget Estimates 20..... 20.....	Explanation for the difference between sanctioned budget, revised estimates and budget estimates	
No. of posts included	Pay and allowances	No. of posts included	Pay and allowances	No. of posts included	Pay and allowances	
1	2	3	4	5	6	7 8 9
	I. Officer(a) Posts filled(b) Post vacantTotal I Officers					
	II. Establishment(a) Posts filled(b) Post vacantTotal II Establishment					
	III. Class IV(a) Posts filled(b) Posts vacantTotal III-Class IV					
	GRAND TOTAL-I, II and III					

## II

BUDGET AND ACCOUNT HEADS[See rule 23(8)]ADMINISTRATIONHeads of Accounts (Expenditure)

### 1. Salaries

### 2. Wages

### 3. Travel Expenses

### 4. Office Expenses

(a)Furniture(b)Postage(c)Office machines/equipment(d)Liveries(e)Hot and cold weather charges(f)Telephones(g)Electricity and water charges(h)Stationery(i)Printing(j)Staff car and other

vehicles(k)Other items

## **5. Fee and honoraria**

## **6. Payment for professional and special services**

## **7. Rents, rates and taxes/royalty**

## **8. Publications**

## **9. Advertising sales and publicity expenses**

## **10. Grant in aid/contributions/subsidies**

## **11. Hospitality expenses sumptuary allowances, etc.**

## **12. Pensions/gratuities**

## **13. Write off/losses**

## **14. Suspenses**

## **15. Other charges (a residuary head, this will also include rewards and prizes)**

Heads of Account (Receipts)

## **1. Payments by Central Government**

## **2. Other receipts.**

[Schedule-III] [Inserted by Notification No. G.S.R. 517 (E) dated 29.6.2012 (w.e.f. 31.7.2006)]  
**FORM INATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS BALANCE SHEET AS ON 31st MARCH**[See rule 25(4)]

Liabilities	Amount	Assets	Amount
CapitalAsset Fund	Schedule-1	FixedAssets	Schedule-A
Excessof Income over Expenditure	Schedule-2	Investments	Schedule-B
CurrentLiabilities and Provisions		ContingentAdvances	Schedule-C
Remittances	Schedule-3	OtherLoans and Advances	Schedule-C

Provident Funds etc.	Schedule-4 Security Deposit	Schedule-D
Sundry Creditors	Schedule-5 Provident Fund etc.	Schedule-E
	Sundry Debtors	
	Closing Balance	
	Cash in hand	
	Cash at bank	

Total:

MEMBER SECRETARY FORM-II NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS CAPITAL ASSET FUND [See rule 25(4)]

S.No.	Description	Opening Balance	Additions	Amount Written off	Closing Balance
1.	Land				
2.	Building				
3.	Furniture and Fixtures				
4.	Machinery and Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	others				

TOTAL:

MEMBER SECRETARY FORM-III NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS EXCESS OF INCOME OVER EXPENDITURE [See rule 25(4)]

S.No.	Description	Amount
1.	Balance as per last Balance Sheet	
2.	Excess of Income over Expenditure	
3.	Others	

TOTAL:

MEMBER SECRETARY FORM-IV NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS REMITTANCES [See rule 25(4)]

S.No.	Description	Opening Balance	Additions	Amounts Remitted	Closing Balance
	General Provident Fund				
1.	etc. recovery of staff on deputation				
2.	Licence Fee				
3.	Income Tax				
4.	Central Govt. Health Scheme				
5.	Postal Life Insurance				
6.	Central Govt. Employees Group Insurance Scheme				

7. Others

TOTAL:

MEMBER SECRETARY FORM-V NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS PROVIDENT FUNDS AND OTHERS FUNDS [See rule 25(4)]

S.No.	Description	Amount
-------	-------------	--------

A. Contributory Provident Fund

1. Opening Balance
2. Subscription
3. Recovery of Advance
4. Commission's Contribution
5. Interest
- Less : Advance/Final Payments/Investments
- Sub Total :

B. General Provident Fund

1. Opening Balance
2. Subscription
3. Recovery of Advance
4. Interest
- Less : Advance/Final payment/Investments
- Sub Total :

C. Group Insurance Scheme

(a) Saving Fund

1. Opening Balance
2. Subscription
3. Interest
- Less : Payments/Investments
- Sub Total :

(b) Insurance Fund

1. Opening Balance
2. Subscription
3. Interest
- Less : Payment/Investments
- Sub Total :

Grand Total :

MEMBER SECRETARY FORM-V NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS SUNDRY CREDITORS AND OTHER LIABILITIES [See rule 25(4)]

S.No.	Descriptions	Opening Balance	Additions	Repayments	Total Amount
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1. Security Deposit

2. Earnest Money Deposit
3. Sundry Creditors
4. Other Liabilities

TOTAL :

MEMBER SECRETARY FORM-VI NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS CAPITAL ASSET FUND [See rule 25(4)]

S.No.	Descriptions	Opening Balance	Additions	Amount written off	Closing Balance
1.	Land				
2.	Buildings				
3.	Furniture and Fixture				
4.	Machinery and Equipment				
5.	Vehicles				
6.	Publications				
7.	Gifted/Donated Assets				
8.	Others				

TOTAL :

MEMBER SECRETARY FORM-VII NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS INVESTMENT [See rule 25(4)]

S.No.	Details	Amount
	Fixed Deposits with	
(a)	Opening Balance	
(b)	Investments made	
(c)	Investments Encashed	
(d)	Closing Balance	

TOTAL :

MEMBER SECRETARY FORM-IX NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS CONTINGENT AND OTHER LOANS AND ADVANCES [See rule 25(4)]

S.No	Description	Opening Balance	Additions	Recoveries	Balance Amount
A.	Contingent Advance				
(a)	Advances of CPWD				
(b)	Advanced to DGS & D				
(c)	Advances to suppliers				
B.	Advances to Employees				
(a)	House Building Advances				
(b)	Motor Car Advance				
(c)	Other Motor Conveyance Advance				
(d)	Other Advances				
C.	Other Advances				

TOTAL :

MEMBER SECRETARY FORM-X NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS SECURITY/EARNEST MONEY DEPOSIT[See rule 25(4)]

S.No.	Description	Opening Balance	Additions	Repaid	Closing Balance
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1.	Security Deposit				
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2.	Earnest Money Deposit				
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TOTAL :

MEMBER SECRETARY FORM-XI NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS BALANCE OF PROVIDENT FUND AND OTHER FUNDS[See rule 25(4)]

S.No.	Description	Amount
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A.	Contributory Provident Fund Opening Balance	
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Add : Investments made during the year

Less : Investment encashed

Amount of Balance in cash

B.	General Provident Fund	
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Opening Balance

Add : Investment made during the year

Less : Investment encashed

Amount of Balance in cash

C.	Group insurance Scheme	
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(i) Saving Fund

Opening Balance

Add : Investment made during the year

Less : Investment encashed

Amount of Balance in cash

(ii) Insurance Fund

Opening Balance

Add : Investments made during the year

Less : Investments encashed

Amount of Balance in cash

TOTAL :

MEMBER SECRETARY FORM-XII NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS SUNDRY DEBTORS[See rule 25(4)]

S.No.	Description	Opening Balance	Additions	Adjustments	Closing Balance
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A.					
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B.					
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C.					
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D.					
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TOTAL:

MEMBER SECRETARY[SCHEDULEIV] [Inserted by Notification No. GSR 207 (E) dated 24.3.2014]FORM(See rule 6A(3))ApplicationFormInstructions:a)Please give all details as required from Section

**1.**

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Affix aPassport sizePhotograph

b)Please fill details against Sections 1-7 in BLOCK letters.

## **1. Full**

Name of the applicant :

## **2. Sex (M/F)**

a) M

b) F

## **3. Date of Birth:**

## **4. Contact Details:**

Residential		Official	
Complete	Telephone No. andFax(If any)	Complete	Telephone No.andFax (If any)
Address		Address	

## **5. Mobile No:-**

## **6. E-Mail ID:**

AlternateEmail ID:

## **7. Nationality(open to Indian nationals only)**

## **8. Kindly specify**

the position you are applying for:



a) Chairperson

b) Member: If you are applying for the post of Member, then kindly select the area of your specialization:

i) Child education;

ii) Child health, care, welfare or child development;

iii) Juvenile justice/care of neglected or marginalized children/children with disabilities;

iv) Elimination of child labour or children in distress;

v) Child psychology or sociology;

vi) Laws relating to children.

## 9. Educational Qualifications : (In case you

need more space, kindly attach separate sheets in the same format.)

S.No.	Name of Degree/Diploma (as printed on your certificate)	University/Place	Duration		Main Courses of Study	Division Obtained
			From	To		

## 10. Brief service particulars and

experience: (Starting from the most recent post. In case you need more space, kindly attach separate sheets in the same format.)

Designation	Organisation	Duration		Brief Description of Duties
		From	To	

## 11. Additional

information, if any, in support of suitability for the post: (Any other national or state level recognition/ awards won/publications/experience/assignments relevant to the requirements of the post applied. (Please attach additional sheets, if required).

## 12. Why do

you think that you are the best candidate for the applied post (s)? (Kindly attach a self written answer in not more than 800 words)

## 14. References:

Names, designation and contact details of two referees, in responsible positions (not being relatives), who are familiar with the work of the applicant.

Name Professional Details Contact Details

CompleteAddress Email TelephoneNo.Fax(if any)andMobileNo.

Place:Date:(Signature of the applicant)

## 15.

It is certified that:a) Theinformation furnished in the application from and enclosed documents iscorrect;b) I havenot been convicted or sentenced to imprisonment for an offence under anylaw for the time being in force;c) I havenot been removed or dismissed from service of the Central or State Governmentor a body or corporation owned or controlled by Central or State Government;d) I am not aMember of Parliament of Member of Legislature of any State/Union Territory ormember of any political party on the date of advertisement of the post;e) If selected, Ishall not hold office of profit or pursue any profession or carry on anybusiness other than my office as Chairperson or Member, NCPCR.Place:Date:(Signature of the applicant)Essential Documents to beenclosed with the application form:(Please tick thedocuments enclosed)a) Attested copiesof all degrees/certificateds and mark-sheets as proof of academicqualifications.b) A copy ofpassport or Voters ID/Birth Certificate issued by Municipal authorities orDistrict Office of the Registrar of Births and Deaths.c) Proof of Dateof Birth in case copy of passport or Birth Certificate is not submitted,e.g. certificate of class X/secondary school Board Examination.d) Documentsissued by the concerned organisations/authorities indicating experience in therelevant field.