



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

EXTRAORDINARY

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வெளியீடு

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No.	Puducherry	Wednesday	10th	August	2011

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (WELFARE)

(G. O. Ms. No. 25/2011/Wel./SW-V, dated 22nd July 2011)

NOTIFICATION

Government of India, in the Ministry of Women and Child Development have brought out the Integrated Child Protection Scheme, which is expected to significantly contribute to the realisation of Government responsibility for creating a system that will efficiently and effectively protect children, based on the cardinal principles of 'protection of child rights' and 'best interest of the child', Government of Puducherry represented by its Chief Secretary has entered into a Memorandum of Understanding on 28-7-2010 with the Government of India represented by its Joint Secretary in the Ministry of the Women and Child Development, by which Government of Puducherry has agreed to implement the new scheme and to share the cost and to set up administrative structures including Union territory of Puducherry State Child Protection Society. Accordingly, the Lieutenant-Governor, Puducherry is pleased to order establishment of a society namely "Union Territory of Puducherry Child Protection Society", in the Union territory of Puducherry.

2. The memorandum of association along with the rules and regulations of the “Union territory of Puducherry Child Protection Society” are appended to the order (Appendix-I, II and III). The Director of Social Welfare, who is at present in-charge of the subject of “Child Protection” shall take steps to get the society registered as per the provisions of the Societies Registration Act, XXI of 1860.

3. This issues with the concurrence of the Finance Department *vide* their U.O. No. 13951/FD/F5/A2, dated 17-2-2011.

(By order of the Lieutenant-Governor)

G. THEVA NEETHI DHAS,
Special Secretary to Government (Welfare).

APPENDIX-I

MEMORANDUM OF ASSOCIATION OF THE UNION TERRITORY OF PUDUCHERRY CHILD PROTECTION SOCIETY

1. *Name of the society.*— The name of the society shall be “Union Territory of Puducherry Child Protection Society, Union territory of Puducherry” hereinafter referred to as the “Society”.

2. *Location.*— The society shall have its registered office at Department of Social Welfare, No.1, Saradambal Nagar, Puducherry in the Union territory of Puducherry with liberty for it to establish one or more subordinate offices to be termed as District Child Protection Unit (DCPU) in the Union Territory, as required.

3. *Area of operation.*—The area of operation of the society shall be extended to the whole of the Union territory of Puducherry and it will function through District Child Protection Unit (DCPU) at the district level.

4. *Objectives.*—The society shall facilitate and operate in an additional managerial and technical capacity to the Department in-charge of Child Protection, Government of Puducherry for the implementation of Integrated Child Protection Scheme (ICPS) in the Union Territory.

- Set up State Adoption Resource Agency (SARA) at the Union Territory level;
- Set up District Child Protection Unit (DCPU) in all the districts;
- Establish and strengthen a continuity of services for emergency outreach, institutional care, family and community based care, counselling and support services;
- Put in place, activate and strengthen necessary structures and mechanisms for effective implementation of the scheme at the district and regional levels;
- Define and set standards of all services including the functioning of statutory bodies;
- Build capacities of all functionaries including, administrators and service providers at all levels working under the Integrated Child Protection Society (ICPS) by establishing partnerships with relevant State and National Agencies;

- Ensure that members of allied systems including, local bodies, police, judiciary and other concerned departments of State Governments are sensitised and trained to undertake responsibilities under the Integrated Child Protection Society ;
- Prepare child protection plans at district and regional levels; the plan would be gradually extended to block and community levels;
- Strengthen service delivery mechanisms and programmes including preventive, statutory, care and rehabilitation services;
- Promote and strengthen non-institutional family based care options for children deprived of parental care, including sponsorship to vulnerable families, kinship-care, in-country adoption, foster care and inter-country adoption, in order of preference;
- Create mechanisms for a child protection data management system including Management Information System (MIS) Resource Directory and Child Tracking System at the district and regional level for effective implementation and monitoring of child protection services in the Union Territory;
- Undertake research and documentation in the area of child protection through DCPU;
- Build capacities of families and community at the district levels for effective implementation and monitoring of child protection services in the Union Territory;
- Create and promote preventive measures to protect children from situations of vulnerability, risk and abuse through DCPU ;
- Identification of vulnerable children and resource mapping for proper implementation of ICPS through DCPU ;
- Coordinate and network with all allied systems *i.e.*, Government departments and Non-Government agencies providing support and services for children and effective convergence required for proper implementation of the scheme;
- Educate public on child rights and protection;
- Raise public awareness at all levels on situation and vulnerabilities of children and families;
- Facilitate, access and utilisation by all stakeholders and public at large of available child protection services, schemes and structures at all levels.

5. *Scope of functions* .— To achieve the above objectives, the society shall deploy and direct its resources for performance of the following key tasks:

- Formulate the State Child Protection Policy and State Plan of Action in consultation with State Project Support Unit (SPSU), other Departments, Academic Institutions/Universities, Civil Society Institutions, International Agencies and NGOs ;
- Initiate and ensure compulsory licensing of all voluntary/charitable organisations housing children / juveniles in the Union Territory under the Juvenile Justice Care and Protection of Children Act, 2000 and its Amendment Act, 2006 ;

- Receive, manage [including disbursement to implementing agencies *e.g.* Directorate, District Child Protection Unit (DCPU), NGOs etc.] and account for the funds received from the Ministry of Women and Child Development, Government of India.
- Strengthen the technical / management function of the State Directorate as well as of the District Child Protection Unit (DCPU) in the Union Territory by various means including through recruitment or commissioning individual / institutional experts from the open market ;
- Set up, support and monitor performance of District Child Protection Societies and ensure proper flow and utilisation of funds to the districts through ICPS and other grant-in-aid schemes;
- Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
- Ensure effective implementation of other legislations and policies for child protection in the Union Territory *viz.*, Hindu Adoption and Maintenance Act (HAMA), 1956; Guardians and Wards Act (GAWA), 1890; Child Labour (Prohibition and Regulation) Act, 1986; Child Marriage and Restraint Act, 1979 and Immoral Traffic Prevention Act, 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994 etc., and any other act that comes into force for protecting child rights;
- Network and coordinate with all Government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Education, Social Welfare, Urban Basic Services, Backward Classes and Minorities, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;
- Network and coordinate with voluntary and civil organisations working in the field of child rights and protection;
- Carry out need-based research and documentation activities at state level for assessing the number of children in difficult circumstances and creating in the Union Territory–specific databases to monitor trends and patterns;
- Training and capacity building of all personnel (Government and Non-Government) working under child protection system;
- Submit quarterly progress report to the Ministry of Women and Child Development, Government of India on programme implementation and fund utilisation;
- Liaisoning with the Ministry of Women and Child Development, Government of India and State Child Protection Societies of other States/Union Territory;
- Provide secretarial support to the State Child Protection Committee (SCPC), Project Sanctioning Committee and Sponsorship and Foster Care Approval Committee;
- Maintain a state level database of all children in institutional care and family based non-institutional care and update it on a quarterly basis;
- Mobilise financial/non-financial resources for complementing/supplementing the UTPCPS activities in the Union Territory;

- Organise training, meetings, conferences, policy review studies / surveys, workshops and inter-state exchange visits etc., for deriving inputs for improving the implementation of SPSU in the Union Territory;
- Undertake such other activities for strengthening SPSU in the state as may be identified from time to time, including mechanisms for intra and inter-sectoral convergence of inputs and structures.

For performing the above tasks, the society shall:

- Establish and carry out the administration and management of the Society's Secretariat and set up State Adoption Resource Agency (SARA) at the State level and District Child Protection Unit (DCPU), which will serve as the implementation arm of the society.
- Create administrative, technical and other posts in the Secretariat of the society as deemed necessary.
- Employ, retain or dismiss personnel as specified in the scheme.
- Establish its own procurement procedures and employ the same for procurement of goods and services.
- Make rules and bye-laws for the conduct of the activities of the society and its secretariat and add, rescind or vary them from time to time, as deemed necessary.

The specific roles and responsibilities of SARA shall:

- Function as the State level Resource Centre to coordinate, monitor and develop the adoption programme in the Union Territory;
- Facilitate the setting up of Adoption Coordinating Agencies where they do not exist and recommend to Central Adoption Resource Agency (CARA) for recognition;
- Facilitate the setting up of Specialised Adoption Agencies (SAA), provide legal recognition to SAAs and maintain a comprehensive list of such agencies;
- Ensure that all adoptions/permanent placements of children are done in accordance with the laws and guidelines of the Supreme Court of India and Government of India;
- Promote in-country and regulate inter-country adoptions in coordination with CARA;
- Maintain a centralised (state-specific) web-based database of adoptable children with the help of District Child Protection Societies and ACAs as a part of the child tracking system;
- Maintain a centralised (state-specific) web-based database of Prospective Adoptive Parents (PAP) with the help of District Child Protection Societies and ACAs;
- Supervise the work of ACAs and SAAs and ensure coordination between them within the Union Territory;
- Ensure that all Prospective Adoptive Parents are registered at DCPU/ SAA/ ACA/ SARA;
- Provide comprehensive adoption data to CARA on monthly basis;
- Ensure sensitisation of all agencies and allied systems;
- Enhance capacity of those working in the adoption system;

- Take necessary punitive action when malpractices occur in the adoption programme whether by licensed/recognised adoption agencies or by unlicensed individuals or organisations;
- Advocacy and awareness for promoting adoptions in the Union Territory;
- Develop and disseminate IEC materials.

The specific functions of the DCPU shall include:

- Contribute to effective implementation of child protection legislations, schemes and achievement of child protection goals laid out in the National Plan of Action for Children 2005. In doing so, the DCPU will follow national and state priorities, rules and guidelines.
- Ensure that for each child in need of care, there is an individual care plan and that the plan is regularly reviewed. Monitor the implementation of the plan.
- Identify families at risk and children in need of care and protection through effective networking and linkages with the ICDS functionaries, Specialised Adoption Agencies (SAA), NGOs dealing with child protection issues and local bodies, viz., Panchayat Raj Institutions (PRI) and Urban Local Bodies, etc.;
- Assess the number of children in difficult circumstances and create district-specific databases to monitor trends and patterns of children in difficult circumstances;
- Map all child related service providers and services at district and regional level for creating a resource directory;
- Identify and support credible voluntary organisations to implement programme components of the ICPS;
- Support implementation of family based non-institutional services including sponsorship, foster care, adoption and after care;
- Ensure effective implementation of the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006 at district/regional levels by supporting creation of adequate infrastructure, viz. setting up Juvenile Justice Boards (JJB), Child Welfare Committees (CWC), State Juvenile Protection Units (SJPU) in each districts and homes in a cluster of districts/regions as required;
- Ensure setting up of district/regional, block and village level Child Protection Committees for effective implementation of programmes, as well as discharge of its functions;
- Facilitate transfer of children at all levels for either restoration to their families or placing the child in long or short-term rehabilitation through sponsorship, kinship care, in-country adoption, foster care, inter-country adoption and placement in institutions;
- Facilitate effective implementation of other legislations for child protection in the district, viz., Hindu Adoption and Maintenance Act (HAMA), 1956; Guardians and Wards Act (GAWA), 1890; Child Labour (Prohibition and Regulation) Act, 1986; Child Marriage and Restraint Act, 1979 and Immoral Traffic Prevention Act, 1986, Pre-Conception and Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, etc., and any other act that comes into force for protecting child rights;

- Network and coordinate with all Government departments to build inter-sectoral linkages on child protection issues, including Departments of Health, Education, Social Welfare, Urban Basic Services, Backward Classes and Minorities, Youth Services, Police, Judiciary, Labour, State AIDS Control Society, among others;
- Network and coordinate with voluntary and civil society organisations working in the field of child rights and protection;
- Develop parameters and tools for effective monitoring and supervision of ICPS in the Union Territory ;
- Supervise and monitor all institutions/agencies providing residential facilities to children in the Union Territory;
- Train and build capacity of all personnel (Government and Non-Government) working under child protection system to provide effective services to children;
- Encourage voluntary youth participation in child protection programmes at district / regional, block and community levels;
- Organise quarterly meeting with all stakeholders at district / regional level including Childline, SAA, Superintendents of Homes, NGOs and members of public to review the progress and achievement of child protection activities;
- Liaison with the UTPCPS, SARAs and DCPUs of other districts;
- Provide secretarial support to the DCPC;
- Maintain a database of all children in institutional care and non-institutional care at the district/regional level. This Data Management System will ultimately develop into a comprehensive, integrated, live database for children in care and in need of care in the country.

6. *First members of the Governing Body.*—The names, addresses, occupations and designations of the first members of the Governing Body of the society to whom by the rules and regulations of the society, the management of the affairs of the society is entrusted as required under the Societies Registration Act, 1860 (No. XXI of 1860), are as follows:

Sl. No.	Name/Designation	Status in Governing Body
(1)	(2)	(3)
1	Chief Secretary to Government, Government of Puducherry	. . . Chairperson
2	Secretary, in-charge of Child Protection, Government of Puducherry.	. . . Vice-Chairperson
3	Secretary to Government (Health), Government of Puducherry	. . . Member
4	Secretary to Government (Finance), Government of Puducherry	. . . Member
5	Secretary to Government (Home), Government of Puducherry	. . . Member
6	Secretary to Government (Education), Government of Puducherry	. . . Member
7	Director, in-charge of Child Protection, Government of Puducherry.	. . . Member-Secretary.

A copy of the rules of the society certified to be a correct copy by three members of the Governing Body is filed along with this Memorandum of Association.

7. *Declaration.*—We, the several persons whose names and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies Registration Act, 1860 (Act No. XXI of 1860): this theday of.....2011 at.....

Sl. No.	Name	Occupation and address	Status in society	Signature	Attested by
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
6					
7					

Dated :
Puducherry.

Witnesses:

(1)

(2)

APPENDIX-II

THE RULES AND REGULATIONS OF THE UNION TERRITORY OF PUDUCHERRY CHILD PROTECTION SOCIETY

1. Short title

1.1 These rules and regulations shall be called the “Union Territory of Puducherry Child Protection Society, Rules and Regulations, 2011”.

1.2 These rules shall come into force with effect from the date of registration of the society by the Registrar of Societies.

2. Definitions

2.1 In the interpretation of these rules and regulations, the following expressions shall have the following meaning unless inconsistent with subject or context:

(a) “Act” means Societies Registration Act (Act No. XXI), 1860;

(b) “Central Government” means the Government of India ;

(c) “Chairperson” means the Chairperson of the Governing Body of the Society ;

(d) “DCPU” means District Child Protection Unit, an arm of the society. The physical set up of the Office of Union Territory of Puducherry Child Protection Society (UTPCPS) may also be called as District Child Protection Unit ;

(e) “Executive Committee” means the Executive Committee of the Society.

(f) "Governing Body" means the Governing Body of the Society.

(g) "Government" means the Government of Puducherry represented by the Administrator appointed under Article 239 of the Constitution of India;

(h) "Member" means the Member of the Society ;

(i) "Member-Secretary" means the Member-Secretary of the Society ;

(j) "Rules" means these Rules and Regulations registered along with the Memorandum of Association and as may be amended by the Governing Body of the Society from time to time ;

(k) "SARA" means State Adoption Resource Agency, an arm of the Society ;

(l) "Secretariat" means the Secretariat of the Society and may also be called as unit ;

(m) "UTPCPS" means the Union Territory of Puducherry Child Protection Society. The physical set up of the Office of UTPCPS may also be called as Union Territory of Puducherry Child Protection Unit ;

(n) "Year" means the financial year of the Government of Puducherry.

3. Office

3.1 Registered office of the society shall be situated in the premises of the Office of Chief Secretary to Government, Chief Secretariat, located at Goubert Avenue, Puducherry.

3.2 The society may set up its branch offices/District Child Protection Unit (DCPU) in every district/region in the Union Territory.

4. Membership

4.1 The following shall be the members of the Society:

- First members of the Governing Body.
- Additional *ex officio* members of the Governing Body nominated by the Government of Puducherry from time to time namely :—
- Representative(s) of the Government of India.
- Two representatives of NGOs and/or association of NGOs.
- Two representatives of professionals' associations (*e.g.* State Human Rights Commission, State AIDS Control Society etc., Judiciary and Law, Academicians, Private Sector, Media, State Crime Record Bureau, Police Department.
- Two representatives of other organisations as may be determined by the Governing Body from time to time.
- Two women representatives as may be nominated by the Governing Body from time to time.

4.2 The membership of an *ex officio* member of the society and of the Governing Body shall terminate when he/she ceases to hold the office by virtue of which he/she was member and his/her successor to the office shall become such member.

4.3 Non-official members of the society will be nominated by the Chairperson on the recommendation of the Governing Body. Nominated members shall hold office for a period of three years from the date of their nomination. Such members will be eligible for re-nomination for another period of 3 years.

4.4 The society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless he/she has signed the roll as aforesaid.

4.5 All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which he/she was holding the membership.

4.6 Resignation of membership shall be tendered to the Governing Body in person to its Member-Secretary and shall not take effect until it has been accepted by the Chairperson on the recommendation of the Governing Body.

4.7 If a member of the society changes his/her address, he/she shall notify his/her new address to the Member-Secretary who shall thereupon enter his/her new address, in the roll of member. But if a member fails to notify his/her new address, the address in the roll of members shall be deemed to be his/her address.

4.8 Any vacancy in the society or in the Governing Body shall be filled by the authority entitled to make such appointment as per 5.4.2 of the Rules and Regulations. No act or proceedings of the society or of the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or of any defect in appointment of any of its members.

4.9 No member of the Governing Body, except the Member-Secretary to be appointed as per these rules, shall be entitled to any remuneration.

5. Authorities of the Union territory of Puducherry Child Protection Society

5.1 The following shall be the bodies and authorities of the Society:

- Governing Body
- Executive Committee
- State Adoption Resource Agency (SARA)
- Project Sanctioning Committee and such other bodies as may be decided by the Governing Body.
- Sponsorship and Foster Care Approval Committee
- Child Tracking System (CTS) at the Union Territory level
- DCPU at the district / regional level

5.2 Governing Body :

5.2.1 All members of the society as set out in rule 4.1 shall constitute the Governing Body of the society.

5.2.2 The first members of the Governing Body of the society shall be those mentioned in clause 6 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these rules.

5.2.3 The management of the affairs of the society shall be entrusted to Governing Body and the property of the society shall be vested in the Governing Body.

5.2.4 The society may sue or be sued in the name of the Member-Secretary of the society or of such other members as shall, in reference to the matter concerned, be appointed by the Governing Body for the occasion.

5.3 Proceedings of the Governing Body :

5.3.1 The meetings of the Governing Body shall be held at least once in every three months and at such time and place as the Chairperson shall decide. If the Chairperson receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chairperson shall call such a meeting as soon as may be reasonably possible and at such place as she/he may deem fit.

5.3.2 At the annual meeting of the Governing Body, the following business shall be brought forward and disposed of:

- Income and expenditure account and the balance sheet for the past year.
- Annual report of the society
- Budget for the next year
- Annual action plan and research work for the next year
- Appointments for the Executive Committee and the various committees
- Other business with the permission of the Chairperson.

5.3.3 Every notice calling meeting of the Governing Body shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Governing Body not less than twenty-one clear days before the date appointed for the meeting. Such notice shall be under the hand of the Member-Secretary and shall be accompanied by an agenda of the business to be placed before the meeting provided, that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. For the purposes of this rule despatch of notice to the address entered on roll shall be construed as sufficient delivery of notice. In the event of any urgent business, the Chairperson may call the meeting of the Governing Body at clear ten days notice.

5.3.4 The Chairperson shall take the chair at the meetings of the Governing Body. In his/her absence, the Vice-Chairperson will chair the meeting, failing which the Governing Body shall elect one from among the members present as Chairperson of the meeting.

5.3.5 One-third of the members of the Governing Body, including the substitutes nominated under rule 5.2.1 present in person, shall form a quorum at every meeting of the Governing Body.

5.3.6 All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of a tie/any equality of votes, the Chairperson shall have a casting vote.

5.3.7 Founder - Member / Secretary to Government may either attend or depute his/her nominated representative to attend the Governing Body Meeting.

5.3.8 Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice thereof in writing to the Member-Secretary of not less than ten clear days before the day of such meetings.

5.3.9 Any business which may become necessary for the Governing Body to perform except such as may be placed before its annual meeting may be carried out by circulation among all its members and any resolution so circulated and approved by majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least one-third members of the Governing Body have recorded their consent of such resolution.

5.3.10 In the event of any urgent business, the Chairperson of the society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for ratification.

5.3.11 A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members as soon as possible after completion of the meeting.

5.4 *Powers of the Governing Body :*

5.4.1 The Governing Body will have full control of the affairs of the society and will have authority to exercise and perform all the powers, acts and deeds of the society consistent with the aims and objects of the society.

5.4.2 In particular and without prejudice to the generality of the foregoing provision, the Governing Body may:

- make, amend, or repeal any bye-laws relating to administration and management of the affairs of the society subject to the observance of the provisions contained in the Act ;
- consider the annual budget and the annual action plan, its subsequent alterations placed before it by the Member-Secretary from time to time and to pass it with such modifications as the Governing Body may think fit;
- monitor the financial position of the society in order to ensure smooth income flow and to review annual audited accounts;
- accept donations and endowments or give grants upon such terms as it thinks fit ;
- delegate its powers, to the Chairperson, Member-Secretary or other authorities of the society as it may deem fit ;
- appoint committees, sub-committees and boards etc. for such purpose and on such terms as it may deem fit, and to dissolve/remove any of them;
- develop and adopt its own rules and regulations for recruitment and appointment of experts and administrative/technical staff and set its own compensation package for such experts/staff to be recruited from the open market and/or following the general financial and administrative directions issued by the Government of Puducherry from time to time on deputation basis ;
- develop and adopt its own procurement procedures for procurement of goods and services, in consonance with the provisions of General Financial Rules of the Government of India ;
- authorise the Member-Secretary to execute such contracts on behalf of the society as it may deem fit in the conduct of the business of the society; and
- do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the society or any of them, provided that nothing herein contained shall authorise the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof or to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the society.

5.5 *Powers and functions of the Chairperson of the Governing Body :*

5.5.1 The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body.

5.5.2 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the Member-Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the Member-Secretary shall forthwith call such a meeting.

5.5.3 The Chairperson shall enjoy such powers as may be delegated to him by the Governing Body.

5.5.4 The Chairperson shall have the authority to review periodically the work and progress of the society and to order inquiries into the affairs of the society and to pass orders on the recommendations of the reviewing or inquiry committee.

5.5.5 Nothing in these rules shall prevent the Chairperson from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the society. However, the action taken by the Chairperson on such occasions shall be reported to the Governing Body subsequently for ratification within a period of one month or earlier.

5.6 *Executive Committee (EC) :*

5.6.1 The Governing Body will constitute an Executive Committee which will be responsible for acting on and doing all deeds on behalf of the Governing Body and for taking all decisions and exercising all the powers, vested in the Governing Body except those which the Governing Body may specifically indicate to be excluded from its jurisdiction by the Executive Committee.

5.6.2 The composition of the Executive Committee shall be as follows:

Sl. No.	Name/Designation	Status in Governing Body
(1)	(2)	(3)
1	Chief Secretary to Government, Government of Puducherry	Chairperson
2	Secretary, in-charge of Child Protection, Government of Puducherry.	Vice-Chairperson.
3	Secretary to Government (Health), Government of Puducherry	Member
4	Secretary to Government (Finance), Government of Puducherry	Member
5	Secretary to Government (Home), Government of Puducherry	Member
6	Secretary to Government (Education), Government of Puducherry	Member
7	Director in-charge of Child Protection, Government of Puducherry.	Member-Secretary.

5.6.3 The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time as special invitees.

5.6.4 Meetings of the Executive Committee shall be convened by the convener by giving clear seven days notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting.

5.6.5 Meetings of the Executive Committee shall be held at least once a month or more frequently if necessary.

5.6.6 The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.

5.6.7 The various committees constituted by the Governing Body shall submit their reports to the Executive Committee who shall be empowered to take decisions on their recommendations.

5.7 Powers and functions of the Chairperson of the Executive Committee:

5.7.1 The Union Territory of Puducherry Child Protection Society shall be functioning under the overall administrative control and supervision of the Chief Secretary to Government of the Union Territory Administration. He/She shall spearhead the effective implementation of ICPS and all other child protection policies and programmes at the Union Territory by facilitating formulation of the State Child Protection Policy and State Plan of Action for Children. He/She shall also ensure setting up at the Union Territory level a Commission for Protection of the Rights of the Child, Child Welfare Committees, Juvenile Justice Boards and Special Juvenile Police Units in every district/region. The Chief Secretary shall also ensure compulsory licensing of all voluntary/charitable organisations housing children under the Juvenile Justice (Care and Protection of Children) Act, 2000. He/She shall facilitate inter-sectoral convergence with allied departments like Home, Health, Labour, Education, State AIDS Control Society, Social Welfare, Women and Child Development, Youth Services among others. The Chief Secretary is empowered to take all administrative decisions pertaining to the implementation of the ICPS and related fund disbursement.

5.7.2 Project Sanctioning Committee.— The Chief Secretary to Government who will be the Chairperson of the Executive Committee shall head a Project Sanctioning Committee set up for examining and clearing proposals/ projects submitted by the voluntary organisations under the different programme components of the ICPS. The financial powers will be vested with the Chief Secretary to Government /Chairperson of Executive Committee and he/she shall be the final authority at the Union Territory level to authorise funds disbursement under ICPS.

5.7.3 State Adoption Resource Agency (SARA).— In order to support CARA in promoting in-country adoption and regulating inter-country adoption, ICPS shall support setting up of a State Adoption Resource Agency in the Union territory of Puducherry. Such SARA, set up as a unit under the Union territory of Puducherry Child Protection Society, will coordinate, monitor and develop the work of adoption and render secretarial and administrative assistance to the State Adoption Advisory Committee. SARA shall constitute a Sponsorship and Foster Care Approval Committee and also liaison with DCPU at district/regional levels and provide technical support to the Child Welfare Committees in carrying out the process of rehabilitation and social reintegration of all children through sponsorship, foster-care, in-country and inter-country adoption. The Chief Secretary to Government who will be the Chairperson of the Executive Committee shall oversee its functioning.

5.8 Society Secretariat or Unit :

5.8.1 The Secretariat shall consist of all such technical/management units put together and as may be determined by the Governing Body with due regard to the scope of the functions as set out in clause 5 of the Memorandum of Association.

5.9 Powers and functions of the Secretariat :

5.9.1 The Secretariat of the society shall consist of the Society Director and Staff of the Society, including experts and consultants.

5.9.2 As the implementation arm of the society, the Secretariat will be responsible for day-to-day management of the Society's activities. In particular, it will be responsible for performing all functions of the society as set out in clause 5 of the Memorandum of Association.

5.9.3 As a support structure for assisting the Department in-charge of Child Protection of the Government, the Secretariat shall:

- cause its experts and staff to be subjected to such operational arrangements with the Directorate (including seating and reporting arrangements) as to generate synergies,
- host external experts within its premises, and
- provide such logistic support to the officers and staff of the Directorate and Department dealing with juvenile justice/child protection of the Government as may be determined by the Governing Body.

5.10 *Powers and functions of the Society Director :*

5.10.1 *Director/Commissioner :* He/She shall function as the administrative head of the society at the Union Territory level and shall be responsible for management, supervision and monitoring of the overall functioning of the society as well as the implementation of the ICPS. He/She shall supervise the work of the Union territory of Puducherry Child Protection Society, the State Adoption Resource Agency (SARA) and all the District Child Protection Unit (DCPUs) of the Union Territory. The Director/Commissioner shall be responsible for ensuring effective implementation of ICPS and other child protection policies and programmes at the district/regional and local levels with the assistance of all personnel of the UTPCPS. The Director/Commissioner of Child Protection shall ensure timely release of funds to concerned agencies/organisations implementing ICPS and other child protection programmes at district and regional levels. He/She shall also supervise and monitor utilisation of funds allocated under ICPS.

5.10.2 *Director in-charge of Child Protection :* The DCPU shall function under the overall administrative control and supervision of the Director in-charge of Child Protection, Government of Puducherry in the district of Pondicherry and of the District Collector, Karaikal, in the district of Karaikal. The Director in-charge of Child Protection shall be responsible for overall coordination for the effective implementation of ICPS and all other child protection policies and programmes at the district level.

5.10.3 *District Child Protection Officer (DCPO) :* The DCPO shall function as the head of the District Child Protection Unit and shall be responsible for carrying out all the functions of the District Child Protection Society at the district level. The DCPO shall be appointed either by deputation or on contract. In districts where a District Level Officer of the line department implementing the scheme (Social Welfare/Women and Child Development) is available, he/she will function as the DCPO. In districts where such officer does not exist, the post of DCPO will be filled by deputation/contract.

He/She shall coordinate and supervise implementation of the ICPS and all other child protection activities at district level including monitoring and supervision of all institutions/agencies/ projects/programmes/NGOs and shall report to UTPCPS at the Union Territory level. For the purpose of coordinating non-institutional care programme at district level, he/she shall report to SARA at the Union Territory level. The DCPO shall be responsible for coordinating

development of an Annual District Child Protection Plan, resource directory of child related services and child tracking system at the district/regional level. He/She shall also be coordinating and networking with all the line departments/officers including District Magistrate, District Judge, Superintendent of Police, Child Development Project Officer (CDPO), Labour Officer, Education Officer, Chief Medical Officer (CMO). Besides, he/she shall also coordinate with the Voluntary Organisations, Hospitals/ Nursing Homes, Child Welfare Committee, Juvenile Justice Board, CHILDLINE and other authorities at district/regional levels who have direct or indirect impact on child protection programmes/services at district/regional level. He/She shall head the Home Management Committee of every institution in the district/region and recommend suitable institutions for release of grants from the UTPCPS. He/She shall conduct a monthly review meeting with all stakeholders.

5.10.4. *Protection Officer (Institutional Care)* : Under the supervision of the DCPO, the Protection Officer (Institutional Care) would ensure effective implementation of child protection programmes and policies relating to children in need of care and protection at the district and local levels. He/She shall be responsible for ensuring effective institutional/residential care services at the district/regional level for all children in need of care and protection. Every district shall have a maximum of three Protection Officers (Institutional Care) on the basis of geographical spread and child population of the district. In case the Child Welfare Committee has a heavy case load, the Government can appoint one full time Protection Officer to the Committee.

The specific roles and responsibilities of a Protection Officer (Institutional Care) shall include:

- (i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support services like counselling, access to health care, education, vocational skills etc., with the support of the outreach worker working under him/her;
- (ii) Carry out a situational analysis of children in difficult circumstances, collect and compile data on different dimensions of the child protection problems in terms of number of children requiring support, number of children in institutions and the kind of services they need;
- (iii) Carry out a resource mapping exercise and develop a District Child Protection Plan and resource directory of child related services at the district/regional level on the basis of data collected;
- (iv) Ensure setting up and management of the child tracking system of all institutional care programme including open shelters in the district/ region.
- (v) Support CWC in the process of inquiry and restoration of children;
- (vi) Ensure registration of all child care organisations/institutions/ agencies, housing children under the Juvenile Justice (Care and Protection of Children) Act, 2000 and its Amendment Act, 2006;
- (vii) Supervision and monitoring of all child care organisations/ institutions/agencies, both Government and NGO run (with or without support), housing children and ensure implementation of minimum standards of care;
- (viii) Supervision and monitoring of other child protection programmes being implemented at district/regional level;

(ix) Identify training need and arrange for training and capacity building of personnel (both Governmental and Non-Governmental) involved in institutional care at district/regional level in coordination with State Child Protection Unit;

(x) Preparing and submitting a monthly report to the DCPO.

5.10.5 *Protection Officer (Non-Institutional Care)* : Under the supervision of the DCPO, the Protection Officer (Non-Institutional Care) would ensure effective implementation of the non-institutional components of ICPS relating to sponsorship, foster-care, adoption, after-care and cradle baby scheme. Every district/region shall have a maximum of three Protection Officers (Non-Institutional Care) on the basis of geographical spread and child population of the district/region.

The specific roles and responsibilities of a Protection Officer (Non-Institutional Care) shall include:

(i) Identify families and children at risk to prevent destitution of children and arrange/provide them necessary support for non-institutional care, where required;

(ii) Support SARA in identifying adoptable children from the district and preparing a district level database of adoptable children;

(iii) Promote and facilitate adoption in the district with the help of SAA by:

(a) registering and maintaining database of adoptable children and PAPs for in-country adoption;

(b) promoting in-country adoption within the district/region; and

(c) monitor adoption placement and ensure that the SAAs provide post placement support and follow up.

(iv) Ensure that all adoptable children in all Child Care Institutions (CCIs) are brought into the adoption system;

(v) Carry out family based non-institutional care through foster care, sponsorship and after care programmes;

(vi) Carry out resource mapping and contribute in development of a District Child Protection Plan and a resource directory of child related services for non-institutional care at the district level on the basis of data collected;

(vii) Function as the Nodal Officer for the child tracking system in the district/region;

(viii) Support CWC in the process of inquiry and restoration of children;

(ix) Supervise and monitor all child care institutions including SAAs in the district/region;

(x) Coordinate with SARA and SCPU for training and building capacities of all personnel (Government and Non-Government), involved in non-institutional service to children;

(xi) Submit quarterly report to the SARA on status of adoption programme in the district/region ;

5.10.6 *Legal-cum-Probation Officers*: Under the supervision of the DCPO, the Legal-cum-Probation Officer shall coordinate and supervise all the programmes and activities relating to juveniles in conflict with law. He/She would provide support to Juvenile Justice Board at district levels. Every district shall have a maximum of three Legal-cum-Probation Officers on the basis of geographical spread and child population of the district. In case the Juvenile Justice Board has a heavy caseload, the Government can appoint one full-time Legal-cum-Probation Officer to the Board. The specific roles and responsibilities would include:

- (i) Collect and compile data on dimensions of the juvenile delinquency in the district;
- (ii) Attend proceedings of the JJB regularly ;
- (iii) Support JJB in conducting inquiries;
- (iv) Prepare and submit social investigation reports;
- (v) Maintain case files and other registers;
- (vi) Escort juveniles to a home/fit person/fit institution from the JJB;
- (vii) Undertake follow up visits of juveniles released under supervision and after release;
- (viii) Establish linkages with voluntary sector for facilitating rehabilitation and social reintegration of juveniles.

The Legal-cum-Probation Officer should have a legal background and a good understanding of child rights and protection issues. He/She would be responsible for providing free legal aid services to children/juveniles. He/She shall also provide necessary support to the CWC and JJB in the legal matters relating to all children coming under the purview of the Juvenile Justice (Care and Protection of Children) Act, 2000 as and when required.

5.10.7 *Counsellor* : Each Child Protection Society at district / regional level shall have a counsellor for providing counselling services to children in conflict with law and children in need of care and protection as well as their parents and families. The counsellor shall also work with the CWC and JJB at district / regional level as and when required.

5.10.8 *Social worker* : Each Child Protection Society shall have two social workers (one woman) who would be responsible for coordinating field level activities in their respective cluster of subdivisions as assigned by the DCPO. These social workers shall be assisted by the outreach workers for carrying out field level interventions. The two social workers, of which one shall be a woman, shall also assist the SJPU in discharging their duties as and when required.

5.10.9 *Outreach workers* : Each Child Protection Society at district level shall have three outreach workers reporting to Protection Officers and Legal-cum-Probation Officer. Each outreach worker shall assist their respective officer in carrying out their roles and responsibilities.

They shall work as a link between the community and the District Child Protection Society and shall be responsible for identifying families and children at risk and offer necessary support services. The outreach workers shall also be

responsible for developing good networking and linkages with the Anganwadi Workers and members of Panchayat/Local Bodies at Community/Block Levels. They should also encourage volunteerism amongst the local youth for involving them into the child protection programme at Block and Community levels.

6. Funds of the society

6.1 The funds of the society shall consist of the following:

- Cash assistance received from the Government of India.
- Grants-in-aid from the Government.
- Grants and donations from trade, industry, institutions and individuals.
- Receipts from disposal of assets.

The assets and liabilities of all societies merged into the Integrated Society shall be subsumed within the new society.

7. Accounts and audit

7.1 The society shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the society.

7.2 The Executive Committee may cause separate bank accounts in respect of each scheme or separate ledgers for each scheme under one account. In such an event, the Governing Body shall prescribe written instructions relating to Sub-Society of Statement of Expenditure (SoE) for each scheme. The separate accounts of different programmes could be audited by different auditors and submitted to the programme unit separately. However, the SPSU will ensure one integrated audit of the Union Territory of Puducherry Child Protection Society (UTPCPS).

7.3 The accounts of the society shall be audited annually by a Chartered Accountant firm included in the panel of Comptroller and Auditor General of India or any qualified person appointed by the Government of India/Government and any expenditure incurred in connection with such audit shall be payable by the society to the Auditors. The Office of the Accountant General of State may also, at its discretion, audit the accounts of the society.

7.4 The Chartered Accountant or any qualified person appointed by the Government of India/Government in connection with the audit of the accounts of the society shall have the same rights, privileges and authority in connection with such audit as the Auditor General of the State has in connection with the audit of Government accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.

7.5 The report of such audit shall be communicated by the auditor to the society, which shall submit a copy of the audit report along with its observation to the Government.

7.6 The auditor shall also forward a copy of the report to the Chairperson of the society.

8 Bank account

8.1 The account of the society shall be opened in a nationalised bank approved by the Executive Committee or in a scheduled commercial/nationalised bank as may be specified by the concerned state department (WCD/Social Welfare/SJ&E etc.), Government of Puducherry. All funds shall be paid into the society's

account with the appointed bank and shall not be withdrawn except through a cheque, bill note, other negotiable instruments or through electronic banking (e-banking) procedures signed/electronically authorised by such authorities of the society Secretariat as may be determined by the Executive Committee.

8.2 The society shall switch over to e-banking procedures as and when the Ministry of Women and Child Development, Government of India directs the Society to do so as the principal donor to the society.

8.3 The Executive Committee shall authorise the society Director to operate the accounts of the society in conjunction with another senior official as may be decided by the committee or the signatures of two authorised signatories of the society on the basis of written authorisation of the Executive Committee in this behalf will be necessary for drawing amount from the bank.

9. Annual report

9.1 A draft annual report and the yearly accounts of the society shall be placed before the Governing Body at next meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within six months of the closure of a financial year to the Chairperson of the Governing Body and Government of India representatives on the Governing Body.

10. Suits and proceedings

10.1 The society may sue or be sued in the name of the society through its Member-Secretary.

10.2 No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the Office of the Chairperson or Member-Secretary or any office bearer authorised in this behalf.

10.3 Every decree or order against the society in any suit or proceedings shall be executable against the property of the society and not against the person or the property of the Chairperson, Member-Secretary or any office bearer of the society.

10.4 Nothing in sub-rule 10.3 above shall exempt the Chairperson, Member-Secretary or office bearer of the society from any criminal liability or entitle him/her to claim any contribution from the property of the society in respect of any fine to be paid by him/her on conviction by a criminal court.

11. Amendments

11.1 The society may alter or extend the purpose for which it is established and/or the rules of the society.

11.2 The proposition for any alteration or extension to the objectives of the society and/or the rules must be circulated to all members of the Governing Body and must be included in the written agenda of the ensuing meeting of the Governing Body or a special meeting of the Governing Body.

11.3 No amendments shall be effective unless the proposals in this regard have been endorsed by 3/5th of the members of the Governing Body provided that such proposals have been endorsed in writing by the Government of India representatives on the Governing Body either during the meeting of the Governing Body or through a written communication.

12. Dissolution

12.1 The Governing Body may resolve to dissolve the society by bringing a proposal to that effect in a special meeting to be convened for the purpose.

12.2 Upon the dissolution of the society, all assets of the society, after the settlement of all its debts and liabilities, shall stand reverted to the Government of Puducherry for such purposes as it may deem fit.

12.3 The society shall not be dissolved unless 3/5th of its members express a wish for such dissolution by their votes delivered in person or by proxy at the meeting of the society convened for the purpose.

13. Miscellaneous

13.1 *Contracts:*

13.1.1 All contracts and other instruments for and on behalf of the society shall be subject to the provisions of the Act, be expressed to be made in the name of the society and shall be executed by the persons authorised by the Governing Body.

13.1.2 No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the society with any member of the society or his/her relative or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

13.2 *Common seal:*

13.2.1 The society shall have a common seal of such make and design as the Governing Body may approve.

13.3 *Compliance of statutory requirements:*

13.3.1 The society shall register itself with relevant Government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff, consultants and experts employed by it and/or consultancies/contracts awarded by it in the course of performance of its tasks.

13.4 *Government power to review:*

13.4.1 Notwithstanding anything to the contrary contained in these rules, the Ministry of Women and Child Development, Government of India, as the principal donor to the society, may appoint one or more persons to review the work and progress of the society and hold enquiries into the affairs thereof and report thereon, get the accounts of the society audited by the internal audit parties of the Chief Controller of Accounts, Ministry of Women and Child Development, Government of India, and issue directions, as deemed appropriate, to the society.

13.4.2 The Chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review/enquiries.

13.4.3 The progress review reports and/or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

We, the undersigned being three of the members of the first Governing Body of the State Child Protection Society, Puducherry certify that the above is a correct copy of the rules and regulations of the said society.

Sl. No.	Name and address	Signature
(1)	(2)	(3)
1		
2		
3		

Dated :

APPENDIX-III

**(GENERIC) BYE-LAWS OF THE UNION TERRITORY OF PUDUCHERRY
CHILD PROTECTION SOCIETY**

A. Procurement policy and procedures

Procurement of goods and services to be financed from funds received from Government of India (GOI) shall be done as per the procedures recommended by the Government of India.

In all other cases, including where the GOI allows Government a choice, the following order of preference shall be applied for procurement of goods and services:

Procurement of goods:

- (a) Rate contracts of the DGS&D, failing which,
- (b) Rate contracts of other GOI/State agencies, failing which,
- (c) Tender procedure as recommended by GOI/Government.

Procurement of services: Procedure as recommended by the Government of India.

B. Procedure for release of funds and financial powers of the office bearers of the Governing/Executive Committee

I. Classification of items of expenditure and financial powers of the bodies and office bearers of the society :

Type of expenditure (1)	Authority (2)	Extent of power (3)
(A) Approval of District/ Regional plans.	Governing Body/ Executive Committee.	Full powers
(B) Approval of Project Proposals of NGO referred under JJA for Grant-in-Aid.	Executive Committee	Full powers
(C) Release of funds for implementation of plans/ allocations which have been approved by Governing Body/ Executive Committee.	Society Director/DCPU*	Full powers
(D) Expenditure proposals not covered under categories A and/or B :		
(D-1) Procurement of goods	Chairperson, Executive Committee.	More than ₹ 5 lakh and up to ₹ 10 lakh per case.
(D-2) Repairs and minor civil works.	Society Director	Up to ₹ 5 lakh per case.
(D-3) Procurement of services for specific tasks including outsourcing of support services for the Directorate.		
(D-4) Hiring of contractual staff, including sanction of compensation package.	Chairperson, Executive Committee.	Full powers, provided that the contracts shall be for a period not exceeding 11 months at a time.

(1)	(2)	(3)
	Society Director	Full powers in respect of clerical/Group – C equivalent positions, subject to compensation package approved by the Governing/Executive Committee, provided that the contracts shall be for a period not exceeding 11 months at a time.
D-5: Miscellaneous items not mentioned above such as hiring of taxis, hiring of auditors, payments relating to documentation and other day-to-day services, meetings and workshops, training, purchase of training material/ books and magazines, payment of TA/DA and honoraria to resource persons and guest speakers invited to meetings/workshops and payment of TA/DA allowances for contractual staff and/or non-official invitees to Governing Body /Executive Committee meetings and/or Government / Society staff deputed to meetings outside the State.	Chairperson, Executive Committee.	Up to ₹ 5 lakh at a time subject to a maximum of ₹ 50 lakh per annum.
	Society Director	Up to ₹ 2 lakh at a time, subject to a maximum of ₹ 25 lakh per annum.

II. Procedure for release of funds:

The society funds shall be drawn through cheques and/or bank drafts and/or through e-banking instruments as and when the same is introduced.

All cheques shall be signed by two authorised signatories of the society Secretariat/Unit on the basis of a written authorisation from Executive Committee of the society in this behalf.

Wherever, releases are decided to be made through bank drafts and/or through e-banking, the authorisation letter to the bank shall be signed by the concerned authorised signatories.

Wherever, under e-banking procedures, releases are to be made through electronic authorisation to the bank to issue cheque/draft/account transfer on behalf of the society, the electronic authorisation will be executed by the same two authorised functionaries of the society Secretariat who have been authorised to sign cheques on the basis of a written authorisation in this behalf.

III. Review/Revision of financial powers:

The Executive Committee may review the financial powers of the office bearers of the bodies of the society as and when required and revise the same, if considered necessary.

C. Human resources policy and procedures

Recruitment and appointment

Appointments for the UTPCPS/Unit, SARA, DCPU can be made only against vacant posts prescribed in accordance with the conditions in this regard prescribed by the Union Territory Government read along with those prescribed under ICPS by Government of India from time to time,

Recruitment would be through one of the following three modes :

- Appointments from open market: All such appointments will be on contractual basis for a fixed tenure.
- Appointments on “Deputation” basis: All such appointments will be regulated in terms of the Government of India rules relating to deputation of its officers/staff.
- Individuals recruited and paid for by an outside agency [*e.g.* Government of India and/or Development Partners] but posted to work within the Society Secretariat: All such persons shall be governed by the terms of employment of the organisation agency concerned. However, they shall be required to report to the Society Director as may be decided by the Chairperson, Executive Committee.

All appointments would be temporary/contractual and would be made for the contract/deputation period as determined by the Executive Committee.

Leave rules

Holidays and leave: The society staff and the full-time consultants shall be governed by the Government of India rules, in so far as observance of holidays and grant of leave is concerned.

Leave without pay: The society staff (including full-time consultants) shall be entitled to take leave without pay in exceptional circumstances. This can be sanctioned by the Member-Secretary after recording the reasons. In the case of the Member-Secretary, this will have to be endorsed by the Chairperson, Executive Committee.

Training and capability development:

Full-time consultants and staff of the Society/DCPU (including staff on deputation) would be encouraged to take up skill development courses and even correspondence courses which further their employment prospects, enhance their skills, and build up Society/DCPU capabilities. However, such assignments should have minimal impact on the work of the Society/DCPU.

Travelling / Dearness Allowance (TA/DA) Rules :

The Travel/Dearness Allowance outside the Union Territory shall be regulated on a case to case basis in accordance with delegated financial powers as indicated in Section-B above (Financial Powers, item C-5).

Notes : (1) The society shall create a panel of accredited taxi operators through open tender for hiring the taxis for the travel of society staff.

(2) The Member-Secretary can allow the junior staff to use a taxi for undertaking travel as per approved itinerary.

(3) The society shall identify and negotiate a standard/discounted tariff for its staff/employees with the State Tourism Corporation, guest-houses of PSUs and budget/hotels in the Union Territory.

(4) Maximum, subject to actual.

Deduction of tax at source:

Tax will be deducted at source as per income-tax rules and the society shall register itself with the relevant authorities in this regard.