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Minutes of the Commission's Meeting held on 3rd Jan, 2014 at 11:30 hrs in the Conference Hall of the National Commission for Women, New Delhi.

The following attended the meeting:-

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| 1. Mrs. Mamta Sharma | Chairperson |
| 2. Dr. Charu Walikhanna | Member |
| 3. Ms. Hemlata Kheria | Member |
| 4. Mrs. Nirmala Samant Prabhavalkar | Member |
| 5. Mrs. Shamina Shafiq | Member |
| 6. Mrs. Laldingiani Sailo | Member |
| 7. Dr. (Ms.)Nandita Chatterjee | Member Secretary |

In attendance were:-

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| 1. Mrs. Sunita H. Khurana | Joint Secretary |
| 2. Shri Raj Singh | Deputy Secretary |
| 3. Shri S.K Gupta | Under Secretary |
| 4. Mrs. Richa Ojha | Sr. Research Officer |
| 5. Shri T. Satya Narayana Murthy | Pay & Account Officer |
| 6. Shri Sukh Chain Singh | Public Relation Officer |
| 7. Shri Jawahri Singh | Sr. Research Consultant |
| 8. Mrs. Aarti Chawla | Coordinator |
| 9. Mrs. Lilabati | Coordinator |

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At the outset, Member Secretary welcomed the Hon'ble Chairperson and all the Members and attending officers of the Commission to the first meeting of the Commission for the year 2014.

The following agenda were taken up for discussion:

Item No. 1:- Placement of Annual Report for 2012-13.

The draft Annual Report containing the activities under taken by the Commission during the year 2012-13 was presented by Member Secretary before the Commission for approval. The Commission approved the draft Annual Report in principle. Members who wished to suggest minor amendments, however, were requested to do so within 6th January 2014, in writing to DS, NCW.

(Action: DS)

Item No. 2:- Internal Audit Report of NCW conducted by O/o CCA, Ministry of Human Resource Development from 12.8.2013 to 27.8.2013.

The Member Secretary presented the observations made by the Internal Audit upon which--

1. It was agreed in general to accept the observations and follow the provisions of GFR and DFPR in ensuring financial propriety to the expenditure made in the Commission.
2. It was also agreed to take follow up action for finalization of recruitment/service rules of NCW's employees.
3. It was informed that many outstanding advances are pending against present/past employees and members of the Commission. It was decided to take prompt action for early adjustment of outstanding advances and Administration was advised to take necessary actions in this regard.

(Action: Administration & PAO)

4. It was also agreed to work out a media plan for the last quarter of 2013-14 and an annual media plan for 2014-15 by both electronic

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and print media. It was decided that the PRO should plan ahead for publicity on 31st January 2014, the foundation day for NCW and also for the International women's day as well as for the week following the International Women's day.

The important dates on which programmes and advertisements are required, should be finalized well in advance, placed to the Commission for approval and implemented in a timely manner.

(Action: PRO)

5. As per the Audit para on Research studies, Member Secretary proposed that the guidelines for quality Research Studies are required to be revised for considering applications from organizations well qualified to conduct Research.
6. Member (CWK) voiced her concern that the Commission should not lose sight of flexibility even while trying to adhere to prescribed norms. Chairperson and Member (CWK) both emphasized on the need for attending to the women in the grassroots as well as the organizations which are doing good work at the field level. Hence the Commission will need to support such grassroots organizations in their efforts.

(Action: Research & Studies Cell)

Item No. 3:- Miscellaneous:

The Commission discussed and reviewed the procedural matters of NCW and the following decisions were arrived at:

1. State wise allocation of work among the Members will be continued. This system will also be extended to proposals/complaints received in the NRI cell. In case, however, any complainant wishes to be heard by a particular member, they may do so in consultation with the member in whose jurisdiction the complaint relates to.
2. Administration should issue orders for link Members in case of their leave/tour. The Members proceeding on leave/tour should

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inform their link members about hearings/pending works etc through a standardized format prior to proceeding on leave/tour.

3. The complaints received by Member Secretary will be sent through Administrative channel and photocopy of the same will be sent to the concerned Member for early action.

(Action: Administration, Members, Secretariat of MS)

4. The Chairperson will decide as to who will be the official spokesperson for representing the Commission at public forum and media so that the dignity of the Commission is upheld and a unified image of the Commission is presented to the media.

The meeting ended with the vote of thanks to the chair.

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~~Member Secretary~~

6/1/14

Manu Sharma
Chairperson