

KERALA STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS

PROCEEDINGS OF THE CHAIRPERSON

(Present: Smt. Shoba Koshy)

Establishment – Kerala State Commission for Protection of Child Rights – Duties & Responsibilities of officers of the Commission – Distribution of work among the staff – Modified – Orders issued.

Order No. 2274/A1/2017/KeSCPCR.

Dated: 29-04-2017.

Read:- 1. Proceedings No.358/2013/CPCR(1) dated 30-01-2014 of the Chairperson, Kerala State Commission for Protection of Child Rights.
2. Proceedings No.358/2013/KeSCPCR dated 06-02-2015 of the Secretary, Kerala State Commission for Protection of Child Rights.

ORDER

In supersession of the orders read above, the duties and responsibilities of officers of the Commission are modified as detailed below:

The Secretary:- Shall,-

- (i) have the power to execute all decisions taken by the Commission in order to carry out the powers and functions of the Commission, as provided in the sections 13 and 14 of the Act;
- (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 21;
- (iii) convene the meetings of the Commission, in consultation with the 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 shall cause to submit self-contained and brief notes to the Chairperson and Members;
- (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 execute the decisions of the Commission taken in the meeting, and shall also ensure placing the Action Taken Report 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 the transactions of its business;
- (x) take up all such matters, in consultation with the Commission with the Government for release of grants, creation of posts, revision of scales, procurement of vehicle, appointment of staff, laying of the Annual and Audit report in the Legislative Assembly, re-appropriation of funds, residential accommodation, and any other matter requiring the approval of the State 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 at a time shall be incurred without the sanction of the Chairperson;

- (xii) to be the appointing and disciplinary authority in respect of other officers and employees of the Commission, except those on deputation, where KSRs shall apply;
- (xiii) interact and liaison with concerned departments, including the Department of Social Justice, Department of Education, Department of Health and Family Welfare, Department of Local Self Government, Department of Home and other departments of the Government, for carrying out the functions of the Commission under the Act.
- (xiv) inspect any Child Care Institution as and when ordered by the Chairperson.

The Secretary to the Commission shall be the Chief Administrative functionary and shall also supervise the implementation of the computerization of the office of the Commission, utilization of Plan Funds, preparation of the Annual Report, monitoring, printing and publication of studies, surveys and research, and matters related to Court cases.

The Registrar:-

- a) Supervision of all works related to complaints such as registration of complaints, scrutiny of complaints, maintainability of complaints, constitution of benches etc., as stipulated in the Rules.

- b) Shall place CRMP files before the bench concerned/CP.
- c) Shall authenticate and cause to be issued the process of the Commission.
- d) Shall authenticate all orders issued in CRMPs.
- e) Subject to such special or general orders of the Chairperson, all complaints be given to the Registrar for scrutiny and authentication.
- f) The Registrar shall advise the Commission on all legal issues and disputes coming before the Commission for consideration, and seek expert legal advice wherever necessary, as per the procedure established by the Commission.
- g) The Registrar will also render legal advice in all legal matters.
- h) Offer opinion, and advice the Commission, in the transaction of its business and preparation of statements, Annual and Special Reports.
- i) Review periodically the allocation of work in the Complaints Division to ensure equitable distribution of work.
- j) The Registrar will be in overall charge of the POCSO and JJ Cells and shall inspect any Child Care Institution as and when ordered by the Chairperson.
- k) The Registrar shall monitor timely preparation of the Cause List, posting of cases, preliminary examination/investigation, recording of order, communication of recommendations and orders after disposal, as well as the follow up on their Action Taken Reports.
- l) The Registrar shall be responsible for preparation of plaints, statement of facts/affidavits etc. to be filed in Courts for and on behalf of the Commission.

The Administrative Officer:-

- a) Shall be responsible for all subjects under Administration, including LA Interpellation, Subject Committee meeting and other matters relating to the Legislative Assembly, subject to the control and supervision of the Secretary.
- b) All administrative matters/questions of the Commission, including matters relating to salaries, amenities etc. of the Members of the Commission. He/She shall, however, consult and obtain advice/approval at the appropriate level before issuing orders.
- c) Drawal of money and incurring of expenditure towards the conduct of various activities by the Commission, salary and allowances of staff, contingencies etc. and render compiled accounts to the Finance Officer on the due dates.

- d) Ensure that no expenditure on an item exceeding one lakh rupees at a time shall be incurred without the sanction of the Chairperson.
- e) Function as Appellate Authority under the Right to Information Act, 2005 (RTI).
- f) Monitor the co-ordination work relating to the preparation of the Annual Report of the Commission.
- g) Monitor the computerization of the office.
- h) The Administrative Officer will be in overall charge of the RTE and promotion of Child Rights Cells.
- i) Timely authentication and issue of Form 16 to all concerned in the Commission.

The Finance Officer:-

In addition to the duties and responsibilities assigned as per G.O. (P) No. 388/92/Fin. dated 06-05-1992, the Finance Officer:-

- a) Shall ensure to take up with Government, in consultation with the Commission, all matters relating to release of grants, creation of posts, revision of scales, procurement of vehicles, laying of the Audit report in the Legislative Assembly, re-appropriation of funds and any other matter requiring the approval of the State Government.
- b) He shall examine and offer remarks in all cases/files involving financial matters, obligations, receipts, payments etc. and diligently take all necessary endeavour to maintain financial propriety in all matters connected with the Commission.
- c) He shall closely supervise the work and conduct of Accountant or such other staff who may be attached to the Finance Division.
- d) Ensure that no expenditure on an item exceeding one lakh rupees at a time is incurred without the sanction of the Chairperson.
- e) All matters relating to audit by the C & AG and furnishing replies to observations made by the C & AG.
- f) Shall supervise and control the Finance Division of the Commission.
- g) Monitor the Non-Plan and Plan Fund utilisation and furnish a monthly statement on Plan expenditure to the Commission and the Secretary.
- h) Ensure timely payment of emoluments, personal entitlements etc. to the staff in the office of the Commission.
- i) Ensure timely remittance of all forms of taxes, and monitor the timely preparation of Form 16 and its submission to the DDO for authentication and issue.
- j) Timely preparation of the audited statement for the Annual Report.

- k) Monitoring the reconciliation of receipts and expenditure with the Treasury and Bank Accounts of the Commission and furnishing periodic Report(s) to the Accountant General etc.
- l) Monitoring the maintenance of the Cash Book, Cheque Book and all related registers and valuable connected to the wings of the Commission
- m) Monitoring the timely submission of Plan proposals to the Planning Board, uploading information in Plan Space, ensure timely action on other works related to obtaining approval for the Commission's Plan proposals as well as activities from the Government, which shall also include proposals for Supplementary Demand for Grants.

The Public Relations Officer:-

- a) Will be in charge of the Public Relations wing of the Commission and be responsible for effectively handling matters relating to all public relations and media related matters of the Commission as well as for bringing to the attention of the Commission, in a timely manner, any issues in the media that needs its attention.
- b) Shall be responsible in all matters relating to the management of the website, internet related issues of the Commission, preparation, printing and timely release of Annual and Special Reports as well as the Commission's quarterly magazine.
- c) Co-ordinate the conduct of functions, seminars, samvadams, workshops etc.
- d) To prepare the media strategy for the Commission and implement it with approval of the Commission.
- e) To prepare and work according to an approved quarterly Plan of Action.

Matters requiring administrative approval of the Chairperson/ Secretary will be submitted through the Administrative Officer, except the Annual Report which will be submitted through the Registrar.

COMPLAINTS DIVISION

The Officer-in-charge of this division will be the Registrar of the Commission. The papers and files will be submitted to him through the Court Officer/Section Officer concerned.

Court Officer/Section Officer-I

- a) Supervision of all works assigned to LA-1 and C-1 seats including preparation of the cause list, posting of cases, preliminary examination of complaints etc.

- b) Custodian of the Child Rights Petition Register.
- c) Custodian of the Library.
- d) Any other duties specially assigned by Registrar.

Court Officer/Section Officer-II

- a) Supervision of all works assigned to LA-2 and C-2 seats including preparation of the cause list, posting of cases, preliminary examination of complaints etc.
- b) Distribution of tapals in the Complaints Division.
- c) Function as State Public Information Officer under the Right to Information Act on matters dealt with in the Complaints Division.
- d) Any other duties specially assigned by the Registrar.

Legal Assistant(LA-1)

- a) Scrutiny and processing of complaints in respect of Thiruvananthapuram, Kollam, Kottayam, Idukki and Ernakulam Districts.
- b) Posting of cases in respect of the above districts.
- c) Analysis and advice on existing law, policy, and propose new legislation, amendment to rules etc.
- d) Maintenance of all registers as per relevant Act/Rules and orders.
- e) Preparation of the monthly list of pending complaints.
- f) Any other duties specially assigned by the Registrar.

Legal Assistant (LA-2)

- a) Scrutiny and processing of complaints in respect of Thrissur, Malappuram, Palakkad, Kozhikode, and Wayanad Districts.
- b) Posting of cases in respect of the above districts.
- c) Maintenance of all registers as per relevant Acts/Rules and orders.
- d) Preparation of the monthly list of pending complaints.
- e) Any other duties specially assigned by the Registrar.

C1Seat

- a) Processing of the ATR files of 8 Districts – Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam & Thrissur.

- b) Follow up related to the visit reports in the form of CRMPs relating to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam & Thrissur Districts.
- c) Preparation of the monthly list of pending ATRs.
- d) Any other duties specially assigned by the Registrar.

C2 Seat

- a) Processing of the ATR files of 6 Districts – Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod.
- b) Follow up related to the visit reports in the form of CRMPs relating to Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod Districts.
- c) Preparation of the monthly list of pending ATRs.
- d) Any other duties specially assigned by the Registrar.

ADMINISTRATIVE DIVISION

The Officer-in-charge of this division will be the Administrative Officer. The papers will be submitted through the Section Officer concerned.

Section Officer (Administration)

- a) Supervision of all works assigned to A1 & A2 Seats in the Administrative Division and Accountant in Finance Division.
- b) Custodian of the Establishment Registers/Records relating to the Chairperson, Members, Secretary, Officers and all other employees.
- ✓ c) Function as State Public Information Officer under the Right to Information Act on matters dealt within the Administrative and Finance Divisions.
- d) Custody of all confidential papers.
- e) Supervision over the distribution and despatch of tapals in the Commission.
- f) The Division wise distribution of tapal.
- g) Work related to appointment of Consultants and other staff of contract basis.
- h) Custody of the cash and cash chest.
- i) Any other duties specially assigned by the AO/Secretary.

Section Officer (General)

- a) Supervision of all works assigned to A3 seat in the Administrative Division.

- b) Arrangements for Commission meetings and to assist the Secretary in the preparation of Agenda Notes for meetings, minutes, and compilation of action taken reports for submission to the Commission.
- c) Co-ordination of work assigned to all Technical Officers of the Commission.
- d) Matters related to RTE/POCSO Cells (Link section)
- e) Ensure timely preparation of the Annual Action Plan
- f) Monitoring the follow up on Visit and Special Reports.
- g) Monitoring matters related to studies, surveys & research, and their follow up.
- h) Any other duties specially assigned by the AO/Secretary.

A1Seat

- a) Receipt & distribution of Tapals as designated officer
- b) All establishment matters related to the Commission.
- c) Custody of all Vigilance papers.
- d) Maintenance of Despatch Register and payment of tapal Charges to the Postal Dept.
- e) Grant of permission to officers to participate in seminars, conferences or training programmes.
- f) Any other duties specially assigned by the AO.

A2Seat

- a) All Purchases.
- b) Maintenance of office premises, staff vehicles and telephones
- c) Printing of forms and registers.
- d) Procurement of stationery, storage and distribution.
- e) Matters related to hiring of vehicles.
- f) Maintenance of stock registers of furniture, instruments, equipments and all other valuables.
- g) Scrutiny and processing of complaints in respect of Alappuzha, Pathanamthitta, Kannur, Kasaragod Districts.
- h) Any other duties specially assigned by the AO.

A3Seat

- a) Assist the Section Officer (General) in all matters dealt with by him/her.
- b) All works related to the meetings/special meetings of the Commission.

- c) All works related to the conduct of seminars/workshops etc.
- d) Record keeping of disposals
- e) Reservation of rooms in Guest House/Rest House etc.
- f) Maintenance of records relating to tour programme of Members.
- g) Serve as the link section for all Technical Officers of the Commission.
- h) Co-ordinate the preparation of the Commission's Annual Action Plan.
- i) Follow-up on Special and Visit Reports.
- j) Matters related to studies, surveys & research and their follow up.
- k) Administrative sanction for journeys/tour programs.
- l) Any other duties specially assigned by the AO.

FINANCE DIVISION

The Officer-in-charge of this Division will be the Finance Officer. Duties assigned to the Accountant.

Accountant

- a) All papers and files related to Finance Division, preparation of the Budget, financial transactions, accounts and audit of the Commission.
- b) Matters related to allotment/utilization of funds.
- c) Timely payment of advance, honorarium, travelling allowance, dearness allowance and all other financial matters related to all employees of the Commission.
- d) Reconciliation of receipts and expenditure with Treasury and furnishing periodic report to the Accountant General etc.
- e) Receipts of fees and fines imposed by the Commission.
- f) C&AG reports, Inspection Reports, Inspection by the Finance Inspection Wing, Stores Purchase Department etc.
- g) Maintenance of Cash Book and all related registers.
- h) Treasury Duty and disbursement of cash/cheque/DD.
- i) Timely submission of Plan proposals to the Planning Board in Plan Space and ensure timely action on other works related to obtaining approval for the Commission's Plan proposals & activities as well as to Government.
- j) Timely preparation of Form 16 and submission to DDO for authentication and issue to all concerned in the Commission.
- k) Preparation of monthly Plan expenditure statement for Commission meetings.

- l) Initiation of proposals for Supplementary Demands for Grants, Additional authorization etc.
- m) Any other duties specially assigned by the AO/FO.

Consultant to Chairperson:-

- a) Shall provide secretarial assistance to the Chairperson.
- b) Shall book air/rail tickets and Guest/Rest House rooms in connection with official journeys of Chairperson & 3 Members.
- c) Any other duties specially assigned.

Consultant to Secretary:-

- a) Shall provide secretarial assistance to the Secretary.
- b) Shall book air/rail tickets and Guest/Rest House rooms in connection with official journeys of Secretary & 3 Members.
- c) Any other duties specially assigned.

Office Attendant – 1:-

- a) Attached to the office of the Chairperson and Secretary.
- b) Photocopying.
- c) Any other duties specially assigned.

Office Attendant – 2:-

- a) Attached to Administration, Finance & Complaints Divisions.
- b) Despatch and maintenance of register on bills of the Postal Department.
- c) Any other duties specially assigned.

Office Attendant – 3:-

- a) Attached to the offices of the Members and Technical Cells.
- b) Treasury Duty.
- c) Any other duties specially assigned.

POCSO CELL

Senior Technical Officer:-

- a) To support the Commission in all technical aspects relating to Protection and related aspects of Child Rights and also monitor the effective implementation of the POCSO Act.

- b) To interface with stakeholders to ensure timely collection, compilation, analysis and submission of data relating to the POCSO Act.
- c) To provide inputs to the Commission to prepare Annual/Special Reports with reference to allocated areas of work as Head of the POCSO Cell.
- d) To monitor the work of the case workers assigned to address Protection and related issues as well as the implementation of the POCSO Act.
- e) To manage the work of the POCSO Cell according to an approved, measurable Plan of Action.
- f) To undertake visits, provide training etc. in assigned areas of work.
- g) Preparation of Concept Notes for Consultations/Workshops etc. and their minutes/reports and other follow up activities.
- h) Any other duties specially assigned.

Submission of files will be through the Registrar to the concerned Member/Chairperson. All external communications shall be authenticated by SO(G) and issued from the General Section.

Legal Analyst:-

- a) To assist in any matter with legal implications, including in the work of the technical cells set up in the Commission, Court related matters etc.
- b) To assist in processing/related works of the complaints sections, whenever the need arises.
- c) Any other work assigned.

Submission of files will be through the Registrar.

Case Workers:-

- a) To assist the head of the respective cells in all technical matters in the area of work assigned to them.
- b) To facilitate in the preparation of concept notes, conduct of consultations, samvadams etc. and be responsible for drawing up the minutes of such meetings/reportson subjects assigned to them and other follow up activities.
- c) To collect, compile, analyse and submit data regarding implementation of the Acts relating to their area of work.
- d) To work in accordance with an approved measurable, time bound Action Plan drawn up for their area of work every quarter.
- e) Assist in the preparation of the Annual Action Plan.
- f) Facilitate and monitor the Online Complaint Management System.
- g) Monthly compilation of complaints in sections handling them.
- h) Undertake visits to the officesof stakeholders/Children's homes.

- i) Statistical analysis of data in POCSO cases in the Complaints Division.
 - j) Any other work assigned to them.
- Submission of work: Files to be routed through the concerned Sr. Technical Officer.

RTE CELL

Senior Technical Officer:-

- a) To support the Commission in all technical aspects relating to Development and related aspects of Child Rights and also monitor the effective implementation of the RTE Act.
- b) To interface with stakeholders to ensure timely collection, compilation, analysis and submission of data relating to the RTE Act.
- c) To provide inputs to the Commission to prepare Annual/Special Reports with reference to allocated areas of work as Head of the RTE Cell.
- d) To monitor the work of the case workers assigned to address Development and related issues as well as the implementation of the RTE Act.
- e) To manage the work of the RTE Cell according to an approved, measurable Plan of Action.
- f) To undertake visits, provide training etc. in assigned areas of work.
- g) Preparation of concept note for Consultation/Workshop etc. and their minutes/reports and other follow up activities.
- h) Any other duties specially assigned.

Submission of files will be through the Administrative Officer/Secretary to the concerned Member/Chairperson. All external communications shall be authenticated by SO(G) and issued from the General Section.

Media Consultant:-

- a) Responsible for managing the social media related work of the Commission and ensure dissemination of information relating to Child Rights and the work of the Commission.
- b) Assist PRO in developing the comprehensive communication strategy of the Commission.
- c) To bring to the attention of the Commission any issues in the media that warrants its attention on a daily basis.
- d) To prepare and work according to a quarterly Plan of Action approved by the Chairperson.

- e) To look after the day to day urgent matters relating to media in the absence of the PRO.
- f) Any other work assigned.

Submission of Files: Media Policy related issues through the PRO.
Other matters relating to social media – the AO/Secretary/CP.

General:-

1. All Tapals related to the Right to Information Act, LA Interpellations, Legislative Committees etc. shall be processed by the Assistant/Clerk/Accountant who is the custodian of the files concerned.
2. Submission of files to Members:-files relating to consultations/samvadams or other programmes/complaints under the domain of each Member shall be routed to him/her through AO/Registrar, as the case may be. If any Member desires to peruse a file relating to the jurisdiction of another Member, that file shall be routed only through the Member having original jurisdiction. Administration, Finance & Vigilance related subjects do not come under the domain of Members.

This order shall come into force with immediate effect.

(Sd/-)
CHAIRPERSON

To

All Officers and Staffs.
Consultant to Chairperson.
Consultant to Secretary.
The Registrar, KeSCPCR.
S/F, O/C.

Forwarded/By Order,

Section Officer.