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NOTIFICATION

No. B.12017/15/06-SWD, the 13th September, 2017. In exercise of the powers conferred under section 36 of the Commission for Protection of Child Right Act, 2005. The governor of Mizoram is pleased to notify "The Mizoram State Commission for Protection of Child Right Rules, 2017" with effect from the date of publication in the official Gazette of Mizoram.

P. Lalchhuanga,
Secretary to the Govt. of Mizoram,
Social Welfare Department.

THE MIZORAM STATE COMMISSION FOR PROTECTION OF CHILDRIGHTS RULES, 2017

Chapter 1 PRELIMINARY

1. Short title and commencement:

- (1) These rules may be called the Mizoram State Commission for Protection of Child Rights Rules, 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions:

- (1) In these rules, unless the context otherwise requires:-
 - i) "Act" means the Commissions for Protection of Child Rights Act, 2005 (No.4 of 2006)
 - ii) "Chairperson" means the Chairperson of the Commission;
 - iii) "Commission" means the Mizoram State Commission for Protection of Child Rights constituted under section 17 of the Act;
 - iv) "Member" means the member of the Commission;
 - v) "Schedule" means a Schedule appended to these Rules;
 - vi) "Secretary" means the Secretary of the Commission;
 - vii) "Section" means the section of the Act; and
 - viii) "State Government" or "Government" means the State Government of Mizoram;
- (2) Words and Expression used and not defined in these rules but defined in the Act shall have the meaning respectively assigned to them in the Act.

Chapter 2
PROCEDURE FOR APPOINTMENT AND TERMS AND
CONDITIONS OF SERVICE OF CHAIRPERSON AND MEMBERS

3. Selection Procedure:-

- (1) The Chairperson and Members of the Commission shall be appointed on the recommendation of a three Member Selection Committee constituted by the Government under the chairmanship of Minister of Social Welfare.
- (2) For the purpose of selection of the Chairperson and Members of the Commission, the Government shall invite application from qualified candidates from the public through an advertisement in at least two leading local dailies. The Government shall prepare a short list from applications so received. The short listed candidates shall be selected on merit and interviewed by the Selection Committee. Such selected candidates shall be recommended by the Selection Committee to the Government for appointment.
- (3) The selection procedure shall be fair and transparent.
- (4) The Selection Committee shall also prepare a wait list of two persons for each of the posts. The wait list shall be valid for one (1) year.

4. Salaries and Allowances :

- (1) The salaries and allowances of the Chairperson and the other members shall be such as may be determined by the State Government from time to time;
Provided that where the Chairperson or any other Member is a retired Government Servant or official from any Semi-Government body, Public Sector Undertaking or recognized research institute, the salary payable together with the pension or provisionary value of the terminal benefits, or both, to be received by him shall not exceed the last pay drawn by him.
- (2) The salary and allowances payable to, and the other terms and conditions of service of the Secretary and the other officers and other employees, appointed for the purpose of the State Commission shall be such as may be determined by the State Government from time to time.
- (3) If a Chairperson and Member are in service of the State Government, his/her salary shall be regulated in accordance with the rules applicable to him/her.

5. Terms and conditions of service of Chairperson and other Members :-

- (1) The Commission shall function full time as an independent and autonomous body.
- (2) The Chairperson shall, unless removed from office under section 7 of the Act, hold office for a period not exceeding three years, or till the age of sixty-five years, whichever is earlier.
- (3) Every Member shall, unless removed from office under section 7 of the Act, hold office for a period not exceeding three years, or till the age of sixty years, whichever is earlier.
- (4) Notwithstanding anything contained in sub rule (2) and (3);
 - (a) a person who has held the office of chairperson shall be eligible for reappointment, and
 - (b) a person who has held the office of a Member shall be eligible for reappointment as a Member or appointment as Chairperson; Provided that a person who has held office of Chairperson or member for two terms, in any capacity shall not be eligible for reappointment as Member or Chairperson.
- (5) If a Chairperson is unable to discharge his functions owing to illness or other incapacity, the Government shall nominate any other member to act as a Chairperson and the Member so nominated shall hold office of Chairperson until the Chairperson resumes office or till the remainder of his term, whichever is earlier.
- (6) The Chairperson or Member may, by writing under his hand addressed to the Government, resign his office at any time.

- (7) If a casual vacancy occurs in the office of the Chairperson or Member, whether by reason of death, resignation or otherwise, such vacancy shall be filled up within ninety days from the date of occurrence of such vacancy in accordance with the provisions of rule 3 and the person so appointed shall hold office for the remainder of the term for which the Chairperson or a Member, as the case may be in whose place he is so appointed, would have held that office.
6. **Powers and Duties of the Secretary: -**
Save as already provided in section 21 of the Act, the Secretary shall –
- (1) 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 sub-section (1) of section 13 and 14 of the Act;
 - (2) 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 mentioned in sub-section (2) of section 21 of the Act;
 - (3) convene the meeting of the Commission in consultation with the Chairperson and serve notices of the meetings to all concerned;
 - (4) take steps to ensure that the quorum required for convening a meeting of the Commission is secured;
 - (5) prepare the agenda for each meeting of the Commission and shall have notes prepared by the Secretariat and such notes shall, as far as possible, be self contained;
 - (6) make available specific files covering the agenda items to the Commission for references;
 - (7) 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;
 - (8) prepare the minutes of the Commission and shall execute the decisions of the Commission in the meeting and shall also ensure placing of the Action Taken Note on the decisions of the Commissions, before the Commission in its subsequent meetings;
 - (9) ensure that the procedure of the Commission is followed by in its transaction of business;
 - (10) take up all matters with the State Government relating to release of Grants, Creation of posts, revision of pay and all allowances, procurement of vehicles, appointment of staff, laying of annual report of funds, residential accommodation grant of permission to any officer of the Commission for deputation, and any other matter requiring the approval of the State Government;
 - (11) 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 eighty thousand shall be incurred without the sanction of the chairperson;
 - (12) be the appointing and disciplinary authority in respect of officers and other employees of the Commission;
 - (13) exercise and discharge such other powers and perform such other duties as may be assigned to him by the Chairperson, as are not inconsistent with the provision of Chapter IV of the Act and are absolutely required only for smooth day-to-day functioning of the Commission.
7. **Officers and Staff of the Commission:** Save as already provided in sections 21 and 22, the number of posts, method of recruitment etc of the Secretary and other officers and staff in the Commission shall be as specified in Schedule-I appended to these rules or/and as determined by the Government from time to time.
8. **Leave:** The Chairperson and Members shall be entitled to earned leave, half pay leave and commuted leave as admissible to State Government Servants in accordance with the Central Civil Service (Leave) Rules 1972 adopted by the State Government of Mizoram as amended from time to time.

9. Leave sanctioning authority:

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

10. Travelling allowance:

- (1) The Chairperson and the Members shall be entitled to draw travelling allowance and daily allowance at the rate applicable to Class 1 Officer serving in the State Government.
- (2) The Chairperson and the Members shall be his own controlling officer in respect of his bills relating to travelling allowance and daily allowances.
- (3) Other employees who are on deputation will be entitled to draw travelling allowance and daily allowance in accordance with the rules applicable to him.
- (4) Travelling allowance and daily allowances to other contract employees will be determined in accordance with the existing State Government Rules.

11. Facility for conveyance: The Chairperson shall be entitled to provision of Government vehicle or hire vehicle in accordance with the existing Government rate and other Members shall be entitled to pool car or hire vehicle for tour within the state.

12. Facility for medical treatment: The Chairperson and other Members shall be entitled to medical treatment and hospital facilities as applicable to class I Officer serving in the State Government.

Chapter 3 FUNCTIONS

13. Function of the Commission:

- (1) The Commission shall, in addition to the functions assigned to it under sub-section (1) of section 13 read with section 24 of the Act, perform following functions namely –
 - (a) analyze existing laws, policy and practice to assess compliance on Convention on the Rights of the Child, undertake inquiries and produce reports on any aspect of policy or practice affecting children and comment on proposed new legislation from a child rights' perspective;
 - (b) undertake formal investigations where concern has been expressed either by children themselves or by concerned persons on their behalf, or by public at large, or in the media;
 - (c) ensure that the work of the commission is to be directly informed of the views of children by themselves in order to reflect their priorities and perspectives;
 - (d) promote, respect and take into serious consideration the views of children in its work and, in that, of all Government Departments and Organizations dealing with children;
 - (e) compile and analyze data on children; and
 - (f) promote inclusion of the subject of child rights into school curriculum, teachers' training and training of personnel dealing with children.

Chapter 4 TRANSACTION OF BUSINESS

14. Procedure for transaction of business :

- (1) The Commission shall meet regularly in its Office at Aizawl and at such time as the Chairperson thinks fit, but three month shall not intervene between its last meeting and the next meeting.

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

15. Minutes of the meeting:

- (1) The minute of each meeting of the Commission shall be recorded during the meeting itself or immediately thereafter by the Secretary or by any other official of the Commission as directed by the Chairperson.
- (2) The minutes of meeting of the Commission shall be submitted to the Chairperson for approval and upon approval, be circulated to all members of the Commission at the earliest and in any case, sufficiently before the commencement of the next meeting.
- (3) The resolution of the Commission on every matter undertaken by it shall be recorded in the form of an opinion and dissenting opinions, if given, shall also form part of and be kept on record.
- (4) All orders and decisions of the Commission shall be authenticated by the Secretary or any other officer of the Commission duly authorized by the Secretary with the prior approval of the Chairperson on his behalf.
- (5) Unless specifically authorized, no action shall be taken by the Secretariat of the Commission on the minutes of the meetings until the Chairperson confirms the same.
- (6) A master copy of the record of all meetings and opinions of the Commission shall be maintained duly authenticated by the Secretary.
- (7) A copy of the minutes and opinions pertaining to each item shall be kept in the respective files for appropriate action, and for convenience copies thereof with appropriate indexing shall be kept in guard files.

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

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

18. Panel of Consultants:

- (1) The Commission may constitute a panel of consultants for assisting the Commission in a wide range of tasks such as investigation or inquiry, to serve on task forces or committees and for research and analysis.
- (2) The Commission may draw, as consultant experts from academic, research, administrative, investigative, legal or civil society groups to form the panel.
- (3) The Commission shall, for the purposes of empanelment of the consultants, be governed by the guidelines framed by the Government of India in this respect as adapted and contained in Schedule-II to these rules.

19. Annual Report:

- (1) The Commission shall prepare and publish an annual report in the format containing such details as specified in Schedule-III, before the 31st day of every March every year for submission to the State Government.
- (2) The Commission shall also prepare special reports on specific issues as and when necessary under the direction of the Chairperson.
- (3) The State Government shall cause the annual report and the special reports of the Commission to be laid before the Mizoram State Legislative Assembly at the earliest.
- (4) The annual report shall include information on administrative and financial matter, complaints investigated/inquired into, action taken on cases, details of research, reviews, educational and promotional efforts, details and consultations, details and specific recommendations of the Commission on any matter, besides any other matter that the Commission may consider warranting inclusion in the report.
- (5) In case the Commission considers that there could be a time lag for the preparation of the annual report, it may prepare and submit a special report to the State Government.

Chapter 5**PRELIMINARY ACTION ON RECEIPT OF COMPLAINTS**

20. **Language of Complaints:** Complaint may be made to the Commission in Mizo or in English or in any of the language included in the Eight Schedule of the Constitution of India. However, when complaints are made in any language other than in Mizo or in English, translated version of the complaints either in Mizo or in English shall also be furnished.

21. No fee shall be chargeable on complaints.

22. Every complaint should disclose a complete picture of the matter complained of and disclose the name and permanent address of the respondent. The Commission may, if it considers necessary:-

- (a) call for further relevant information from the complainant;
- (b) direct the complainant to file affidavit/s in support of the complaint;
- (c) obtain sworn statements of the complainant; and
- (d) take statement of the complainant by issuing order for that purpose or by any other means considered necessary.

23. Complaints not ordinarily maintainable:

The Commission may dismiss in limine the complaints of the following nature:-

- (a) Illegible;
- (b) Vague or anonymous or pseudonymous;
- (c) Trivial or frivolous;

- (d) issue relates to civil dispute, service matters, labour or industrial disputes;
- (e) allegations which do not raise any violation of child rights;
- (f) matter is sub-judice before a Court or Tribunal;
- (g) matter is covered by a judicial verdict or decision of the National or State Commission.
- (h) where complaint is only a copy of the petition addressed to some other authority;
- (i) where the petition has not been signed or where the original petition is not sent to the Commission;
- (j) where matter is outside the purview of the Commission.

Chapter 6
PREPARATION OF CAUSE LIST, SUMMONS,
EXAMINATION OF WITNESSES AND REPORT

24. **Preparation of Cause List:** Cause list shall be prepared listing the cases under the following heads, namely:-
- (a) **Preliminary inquiry:**
 - (i) Petitions - the entertain ability of which is under consideration
 - (ii) Petitions - relating to which the need for a preliminary inquiry either by the Commission or by any other agency is to be considered.
 - (b) **Inquiry:** All cases in which preliminary inquiry has been completed and orders have been passed admitting it to the file for recording evidence of the parties and to hear their arguments shall be included in this category.
 - (c) **Final Orders :** Cases in which recording of evidence and hearing of parties have been completed.
 - (d) **Follow up action:** Cases in which orders have been passed after inquiry requesting the Government or other authorities to offer their comments and particulars regarding the action taken by them consequent thereto.
25. **Posting of Cases:**
- (1) Cause list shall be prepared and the files relating to the cases listed therein shall be submitted to the Commission two days prior to the date appointed for hearing.
 - (2) The Commission shall indicate the case or cases to be posted for each day indicating the stage of the proceeding and the cause list shall be prepared accordingly.
26. **Preliminary Examination/Investigation:**
- (1) If the Commission, after consideration of the complaint on merits, is of the opinion that there is no sufficient ground for proceeding, shall dismiss the complaint, and in every such case briefly record the reasons for so doing and the same shall be communicated to the complainant concerned.
 - (2) The recommendations, if any, submitted to the State Government or authority for the initiation of proceedings as per section 15 of the Act, shall be signed by the Secretary of the Commission and such recommendation shall be accompanied by a copy of the complaint or description of the matter suo motu taken cognizance of.
 - (3) The State Government or authority concerned may, within 30 days of receipt of the recommendation of the Commission under sub-rule 2 furnish to the Commission information or report on the action taken.
 - (4) If information or report called for under clause (3) above is not received within the time allowed, or if it is received late, or if the information or report received is not complete in any respect, the case shall be submitted to the Bench for further orders or directions.

27. Recording of Order:

- (1) Ordinarily short orders of the Commission shall be recorded in the order sheet. Orders which are lengthy shall be recorded on separate sheet and appended to the order sheet or kept separately. The Bench shall make necessary entry in the relevant column of the order sheet mentioning the page number, date of order etc.
- (2) In cases where urgent action is required to be taken pursuant to the order/proceeding issued by the Commission, the Secretary shall give suitable instruction with regard to the mode of communication i.e. by Telephone/fax/speed post/ telegram etc and transmit records.
- (3) Other witnesses on the side of the petitioner/petitioners shall be examined as PW2, PW3 etc.
- (4) (i) the evidence of the respondent or respondents taken shall be, by examining if necessary, respondent/ respondents No.1 and mark as RW.1.and documents produced on his/her behalf shall be marked serially as Exhibits R1,R2,R3 etc.
(ii) other witnesses on the side of the respondent/respondents examined as RW2, Rw3 etc.
- (5) The Commission may, in its discretion, examine as witness any person other than the petitioner or petitioners, respondent or respondents and persons cited by them as witnesses and the persons so examined shall be CW1, CW2 etc. in the order in which they are examined and the documents produced by them shall be marked as Exhibit C1, Ext.C2 etc.
- (6) the aforementioned procedures shall be followed by the Commission in taking the evidence of the witnesses
- (7) the petitioner or petitioners and respondent or respondents shall be at liberty to cross-examine or refrain from cross- examining the witnesses produced by other parties provided that no child shall be directly cross-examined.
- (8) Every affidavit shall be drawn up in the first person and shall be divided into paragraphs numbered consecutively. Each paragraph, as nearly as may be shall contain a distinct portion of the subject matter. The affidavit shall also state the full name, age, description and abode of the deponent and shall be signed in full or be marked with his thumb impression.
- (9) After the close of inquiry a formal order culminating in the disposal of the complaint shall be pronounced by the Bench after giving both the petitioner or petitioners and the respondent or respondents an opportunity of being heard, and after examining the case on merits.
- (10) A copy of such order shall be furnished to the petitioner/respondent free of cost.

28. Communication of Recommendations : In cases where the inquiry results in any recommendation to the Government or any other authority or organization a copy of the report shall be forwarded to the Government or the authority or organization as the case may be within 20 days from the date of the order and the Government or authority shall be required to forward its comments on the report including the action taken or proposed to be taken to the Commission within a period of one month or such further time as the Commission may allow.

29. Orders after disposal: When orders are passed by the Commission after inquiry under section 14 of the Act the Chairperson shall cause to:

- (a) prepare a list of such cases in which orders are passed;
- (b) publish the list so prepared on the notice board of the Commission on the first working day of every month;
- (c) make available to the library of the Commission two sets of inquiry report together with comments of the Government or authority concerned, if any, and the action taken or proposed to be taken by the Government or authority on the recommendations of the Commission;
- (d) send simultaneously free of cost a copy each of the documents referred to in clause (c) above to the complainant or to his representative;
- (e) keep the original order in each case permanently in the record section of the office along with the order sheet.

30. The provisions of Chapter 5 and 6 of these rules shall be applicable in so far as they are not inconsistent with the provisions of the Code of Civil Procedure, 1908, the Code of Criminal Procedure, 1973, the Indian Evidence Act, 1872 or any law for the time being in force.

Chapter 7 FINANCIAL POWERS

31. Financial Powers:

- (1) The State Commission shall spend the sums of money received by it for the purposes of the Act and shall maintain a separate bank account in any Nationalized Bank as approved by the State Government in order to have a smooth transaction.
- (2) The Chairperson shall be the authority to sanction the amount for the purpose of the State Commission out of the fund allocated to the Commission by the State Government.
- (3) The Commission shall maintain proper accounts and other relevant records and prepare an annual statement of accounts.
- (4) The Chairperson shall have all powers relating to financial transaction of the Commission, except in cases, which required prior approval of the State Government.
- (5) The Chairperson shall obtain prior approval of the State Government in matters of creation of posts, revision of pay scales, procurement of vehicles, re-appropriation of funds from one head to another, permitting any officer of the Commission to participate in Seminars, Conferences or training programmes outside the State and in respect of such other matters as may be determined by the State Government, by order.
- (6) The Chairperson may, subject to such conditions, limitations, control and supervision as may be specified by order; delegate his financial powers to the Secretary;
Provided that no such power shall be delegated in respect of incurring an expenditure on an item exceeding eighty thousand rupees without prior approval of the Chairperson and in respect of which no such delegation is permissible under the relevant rules governing delegation of financial powers.
- (7) The Chairperson shall have powers to engage any person or persons as consultant or consultants for a specific purpose and for a period on the terms and conditions agreed in advance relating to honorarium, travelling allowances and daily allowances.
- (8) The Secretary shall have powers to execute all decisions taken by the Chairperson or any other Member on his behalf relating to financial matters.
- (9) All financial powers of the Commission shall be governed by the General Financial Rules, 2005 as amended from time to time, delegation of Financial Powers Rules as adapted and economy instructions as issued by the State Government from time to time.

Chapter 8 MISCELLANEOUS

32. Residuary Provision :

All residuary matters for which no express provision has been made in these rules shall be such as may be determined by the State Government.

33. Repeal and Savings:

The Mizoram State Commission for Child Rights Rules 2013 is hereby repealed. Notwithstanding such repeal, anything done or purported to be done under the repealed Rules shall be deemed to have done or purported to have been done under these Rules.

P. Lalchhuanga,
Secretary to the Govt. of Mizoram,
Social Welfare Department.

SCHEDULE-I
(Staff of the Commission)

Sl. No	Name of Posts	No.	Mode of filling up
1	2	3	4
1.	Secretary	1	Analogous post in the grade
2.	Superintendent	1	On deputation from Jr. Grade of MSS
3.	Legal/Research Officer	1	On contract basis
4.	Case Worker	1	On contract basis
5.	Counselor	1	On contract basis
6.	Social Worker	1	On contract basis
7.	UDC-cum-Accountant	1	On contract basis
8.	Data Entry Operator	1	On MR basis
9.	LDC	1	On MR basis
10.	IV Grade	3	On M.R. basis
11.	Chowkider	1	On M.R. basis
	TOTAL	13	

SCHEDULE - II

**THE GUIDELINES FOR ENGAGEMENT OF
CONSULTANTS/ EXPERTS**

1. **Objective:** The overall objective of these guidelines is to augment the capacity of the Commission to deal with the issues of violation of child rights promptly, and to analyse the issues relating to implementation of laws, policies and programmes for children.
2. **Tasks:** The experts/consultants may be asked to undertake one or more of the following tasks;
 - (a) Investigation of complaints/violations of child rights;
 - (b) Evaluations, analysis and field studies of programmes / policies;
 - (c) Documentation;
 - (d) Research/Special Studies on specific aspects of Child Rights;
 - (e) Preparation of Child Rights Literacy Materials.
3. **Panel :**
 - (1) A panel of experts shall be maintained from the following categories:
 - (a) Administrative officers (retired) who have relevant experience in sectors related to child rights like nutrition, health, education, child protection, crime etc. and at least 8 years experience in monitoring of programmes.
 - (b) Police officers (retired) who have relevant experience sectors related to child rights etc. and at least 8 years experience in investigations.
 - (c) Persons from civil society who at least 8 years of relevant experience in issues relating to child rights at the field or policy level.
 - (d) Persons/organizations having at least 8 years of relevant experience in research, training and documentation of social sector laws, policies and programmes.
 - (e) Research scholars/Academicians.
 - (f) Institutions, university colleges
 - (2) For the purpose of monitoring, evaluation, documentation and research the experts will follow set formats and checklists developed at the State level, when specified.

- (3) In case of an emergent need, with approval of the Chairperson, persons other than on the panel can be engaged for a period not exceeding one month, based on their experience and qualifications.

4. Logistics, Out-of-pocket expenses and Professional Fees:

(1) For experts:

The experts may be co-opted as part of the expert group/committees or as part of an inquiry team of the Commission. The work of the experts is voluntary in nature and no regular payment would be made to them. The local experts may be paid local conveyance allowance, honorarium and reimbursement of incidental expenses, such as photocopy, typing expenditure, stationery etc. incurred towards preparation of the report as per existing norms or in absence of any such norms, as may be determined by the State Government.

(2) For Consultants :

The fees for consultants would be determined in accordance with existing orders of the State Government for engagement of consultants.

- (3) The experts/consultants would be required to maintain confidentiality of the assigned work and communicate their views/reports etc. to the Commission and not to any other authority including media. They will not take hospitality from any source that run contrary to the mandate of the Commission and/or the objective of their assignment.

SCHEDULE - III

(Annual Reports)

An Annual Report to be submitted to the State Government, as required under section 23 of the Act, shall state in respect of the year to which it relates –

- (1) Brief statement about the administrative set-up of the Commission with particular reference to the number and categories of officers and staff provided by the State Government and the works assigned to such officers and staff;
- (2) Overall Scenario of protection of Child Rights in the State;
- (3) Complaints received by the Commission and nature of actions taken thereupon;
- (4) Instances of violation of child rights brought to the knowledge or notice of the Commission by NGOs, media etc. and actions taken thereupon;
- (5) No. of affected children interviewed directly and in camera and no. of such interviews, places, dates and brief statement about such interviews;
- (6) No. of inspections conducted with reference to clause (i) of sub-section (1) of section 13 of the Act, with details;
- (7) No. of inquiries initiated and /or completed with reference to clauses (c) and (i) of sub-section (1) of section 13 of the Act, with details;
- (8) Brief report about actions/initiatives taken with reference to clause (d) of sub-section (1) of section 13 of the Act;
- (9) Brief report about actions /initiative taken with reference to clause (e) of sub-section (1) of section 13 of the Act;
- (10) Brief report about actions/initiative taken with reference to clause (f) of sub-section (1) of section 13 of the Act;
- (11) Brief report about actions/initiatives taken with reference to clauses (g) and (h) of sub-section (1) of section 13 of the Act;

- (12) No. of special reports submitted to the State Government, with date and particulars of each of such report, and actions taken, if any, by the State Government;
- (13) Status of the recommendations made to the State Government.
- (14) Details of Experts/Consultants engaged and a brief report about their contribution/work.

APPENDIX

BUDGET AND ACCOUNTS HEADS ADMINISTRATION

Heads of Account (Expenditure)

1. Salaries
2. Wages
3. Travel Expenses
4. Office Expenses
5. Fee and honoraria
6. Payment for professional and special services
7. Rents, rates and taxes/royalty
8. Publications
9. Advertising sales and publicity expenses
10. Grant-in-Aid/Contributions/Subsidies
11. Hospitality expenses/Sumptuary allowances etc.
12. Write off/ Losses
13. Other charges (a residuary head, this will also include rewards and prizes)

Heads of Account (Receipts)

1. Payments by Central Government
2. Other receipts

FORM-I

**THE MIZORAM STATE COMMISSION FOR PROTECTION OF CHILDRIGHTS
RULES, 2017
DETAILED BUDGET ESTIMATES FOR THE YEAR 20____
ADMINISTRATION (Expenditure)**

Head of Accounts	Actual for last year 20____	Budget estimate for the current year 20__	Revised estimate for the current year 20__	Variations between columns 3 and 4	Remarks
1	2	3	4	5	6

FORM-II

**THE MIZORAM STATE COMMISSION FOR PROTECTION OF CHILDRIGHTS
RULES, 2017
NOMINAL ROLLS**

Name and Designation	Band Pay	Grade	Pay	D.A	SCA	Other Allowances	Total
1	2	3	4	5	6	7	8

FORM-III

**THE MIZORAM STATE COMMISSION FOR PROTECTION OF CHILDRIGHTS
RULES, 2017
ABSTRACT OF NOMINAL ROLLS**

Actual sanctioned strength as on 1 st March 20__	Particular of posts	Budget estimate 20__ to 20__		Revised Estimate 20__ to 20__		Explanation for the difference between Sanctioned Budget, Revised Estimates and Budget Estimates
		No. of posts included	Pay and Allowances	No. of posts included	Pay and Allowances	
1	2	3	4	5	6	7
	I. Officer (a) Posts filled (b) Post vacant Total I Officers II. Establishment (a) Posts filled (b) Post vacant Total II Establishment III. Class IV (a) Posts filled (b) Post vacant Total III Class-IV					
	GRAND TOTAL of I II & III					