



**State Child Protection
Society, Delhi**

DOCUMENTS

INDEX

S. No.	Particulars	Page No.
1.	Certificate of Registration	(i)
2.	Memorandum of Understanding	1-4
3.	Memorandum of Association of "State Child Protection Society, Delhi"	5-10
4.	The Rules and Regulations of "State Child Protection Society, Delhi"	11-23



CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860

Registration No. SI/009 /2010

I hereby certify that State Child Protection
Society, Delhi

Located at 1, Canning Lane, K. G. Marg,
New Delhi - 110001.

_____ has been registered*under
SOCIETIES REGISTRATION ACT OF 1860.

Given under my hand at Delhi on this 5th day of
Aug. Two Thousand Ten.

Fee of Rs. 50/- Paid



Registrar of Societies
Delhi


REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI

* This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association/person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract/assignment with them.



सत्यमेव जयते

MEMORANDUM OF UNDERSTANDING

Between

THE PRESIDENT OF INDIA

and

THE LT. GOVERNOR

of

Delhi for the Implementation of
the centrally sponsored scheme

INTEGRATED CHILD PROTECTION SCHEME

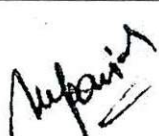
MEMORANDUM OF UNDERSTANDING

1. THIS MEMORANDUM OF UNDERSTANDING (MOU) is made on this 17th day of March, 2010 between the President of India, acting through Shri Sudhir Kumar, Additional Secretary, Ministry of Women & Child Development, Government of India (hereinafter called "THE FIRST PARTY" which expression shall unless repugnant to the context or meaning thereof, include its successor in interest and permitted assigns) of the one part and the Lt. Governor of the State of NCT of Delhi through Shri Manoj Parida, Secretary, Social Welfare and Women and Child Development Department Government of NCT of Delhi (hereinafter called "THE SECOND PARTY" which expression shall unless repugnant to the context or meaning thereof, include its successor in interest and permitted assigns) of the other part.
2. WHEREAS, it has been the concern of the FIRST PARTY that the Constitution of India recognizes the vulnerable position of children and their Right to Protection, WHEREAS, the FIRST PARTY is committed to ensure a safe and secure environment for all children for their all round and healthy development, and WHEREAS, in pursuance of the aforementioned commitments the FIRST PARTY has launched a centrally sponsored scheme called 'Integrated Child Protection Scheme (ICPS)'.
3. **THE PARTIES HEREBY AGREE AS FOLLOWS:**
 - 3:1 On behalf of the FIRST PARTY, the Additional Secretary (Child Welfare) of the Ministry of Women and Child Development will be the Nodal Officer and on behalf of SECOND PARTY, the Secretary, Social Welfare and Women & child Development Department to the State Government of NCT of Delhi, dealing with Child protection/welfare matters will be the Nodal Officer, for effective implementation and monitoring of ICPS.
 - 3:2 THE FIRST PARTY will provide funds for the implementation of ICPS to the SECOND PARTY in accordance with the cost sharing ratio laid down in para 3.9 of this MOU.
 - 3:3 The FIRST PARTY will set up a Central Project Support Unit (CPSU) at Delhi and the State Project Support Unit (SPSU) in the State signing this MOU. The CPSU and SPSU will function as "Mission Directorates" headed by Mission Directors.
 - 3:4 The SECOND PARTY will be primarily responsible for the effective implementation and monitoring of the schemes in the State.
 - 3:5 The SECOND PARTY will assess the requirements of child protection services in the State under ICPS and accordingly make timely budgetary provision in the State Budget. The SECOND PARTY will, at the time of making a request for release of installment, furnish a 'Utilization Certificate' of the total amount, i.e., Central and State share of the previous installment in prescribed format and will certify its "State Matching Share" in line with the provisions laid down in para 3.9 of this MOU.

- 3:6 The SECOND PARTY will implement the existing projects/institutions under the scheme that have been brought under ICPS namely (i) Integrated Programme for Street Children; (ii) A Programme Juvenile Justice; and (iii) Scheme of Assistance to Homes for children (Shishu Greh) to promote In-country Adoption as per the ICPS norms.
- 3:7:1 THE SECOND PARTY will develop an implementation Schedule so as to ensure that the following structures are setup within a period of three months from the date of signing of this MOU:
- (a) State Child Protection Society;
 - (b) State Adoption Resource Agency;
 - (c) Juvenile Justice Boards in each district;
 - (d) Child Welfare Committees in each district; and
 - (e) Special Juvenile Police Units in each district and designate a Child Welfare Officer in each police station.
- 3:7.2 And the following structures are to be set up within a period of six months from the date of signing of this MOU:
- (a) District Child Protection Society in each district;
 - (b) Specialized Adoption Agency in each district;
 - (c) Adoption Coordinating Agency.
- 3.8 The SECOND PARTY will establish and maintain all institutions either by itself or in association with voluntary organisations as per the provisions laid down under the Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006.
- 3.9 The FIRST PARTY and the Second PARTY will jointly share the expenditure for various components as laid down in the scheme document in the following ratios:
- (a) 100 per cent funding by the FIRST PARTY to all structural mechanisms and services under the Government of India like Child Protection Division in National Institute of Public Cooperation & Child Development and its Regional Centers, Central Adoption Resources Agency, Childline India Foundation, Central Project Support Unit and State Project Support Unit;
 - (b) 90:10 for all components for all the States of the North East and Jammu & Kashmir;
 - (c) 90:10 for all components with NGO participation;
 - (d) 75:25 for all components in the States except the North East and Jammu & Kashmir,

Juvenile Justice Boards (JJBs), Child Welfare Committees(CWCs) and NGO run projects;

- (e) 35:65 for the JJBs and CWCs for States other than North East and Jammu & Kashmir.
- 3.10 The central share of funds under ICPS will be released to the State Government/UT Administration through State Child Protection Society in two installments every year. However, the first installment of the first year can be released to the State Government directly on the condition that the funds be transferred immediately to the Child Protection Society as soon as it is set up.
- 3.11 The FIRST PARTY and the SECOND PARTY will both transfer their share of funds to the Bank Account of the State Child Protection Society. The State Child Protection Society will, in turn, release funds to the District Child Protection Societies and Voluntary Organizations as laid down in ICPS.
- 3.12 Any unutilized funds released to the SECOND PARTY will be returned to the FIRST PARTY.
- 3.13 All disagreements/difference of opinions/disputes regarding the interpretation of the provisions of this MOU shall be resolved by mutual consultations by the signatories.
- 3.14 Through this MOU, both parties affirm their commitment to the children of India and agree to implement and carry out all the activities under ICPS.
4. Signed at New Delhi on this 17th day of March, 2010

For and on behalf of the Lt. Governor State Government of NCT of Delhi	For and on behalf of the President of India
 (Shri Manoj Parida) Secretary, Social Welfare and Women and Child Development Department, Government of NCT of Delhi	 (Mr. Sudhir Kumar) Additional Secretary, Ministry of Women and Child Development Government of India

Memorandum of Association
of
**STATE CHILD PROTECTION
SOCIETY, DELHI**

MEMORANDUM OF ASSOCIATION OF STATE CHILD PROTECTION SOCIETY, DELHI

1. **Name of the Society** The Name of the Society shall be "**State Child Protection Society, Delhi**" hereinafter referred to as the "Society".
2. **Registered Office** The Society shall have its registered office at **1, Canning Lane, K. G. Marg, New Delhi-110001**, with liberty for it to establish one or more subordinate offices/branches.
3. **Area of operation** The area of operation of the Society shall be the National Capital Territory of Delhi.
4. **Aims and Objects** The Society shall facilitate and operate in an additional managerial and technical capacity to the Department of Women and Child Development, Government of National Capital Territory of Delhi for the implementation of Integrated Child Protection Scheme (ICPS) in the State. The following are the aims and objects of the Society:
 - a) Establish and strengthen a continuum of services for emergency outreach, institutional care, family and community based care, counselling and support services;
 - b) Put in place and strengthen necessary structures and mechanisms for effective implementation of ICPS at the district levels;
 - c) Define and set standards for all services for the functioning of statutory bodies including by way of operational manuals;
 - d) Build capacities of all functionaries including, administrators and service providers, at all levels working under the ICPS;
 - e) Sensitize and train members of allied systems including, local bodies, police, judiciary and other concerned departments of State Governments to undertake responsibilities under the ICPS;
 - f) Create mechanism for a child protection data management system including MIS and child tracking system for effective implementation and monitoring of child protection services;

- g) Undertake research and documentation;
- h) Build capacities of families and community to strengthen care, protection and response to children;
- i) Create and promote preventive measures to protect children from situations of vulnerability, risk and abuse;
- j) Coordinate and network with all allied systems i.e. Government departments and Non-Government agencies providing services for children for effective implementation of ICPS;
- k) Educate public on child rights and protection;
- m) Inform the public on available child protection services, schemes and structures at all levels;
- n) To do all such other lawful acts, deeds and things as are incidental or conducive to the attainment of the above objectives or any of them;
- o) All the incomes, earnings, movable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in this Memorandum of Association and no part of income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or past members. No member of the Society shall have any personal claim on any movable and immovable properties of the Society or mark any profits whatsoever by virtue of her/his membership.

5. 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 section 2 of the Societies Registration Act, 1860 (No. XXI of 1860) are as follows:

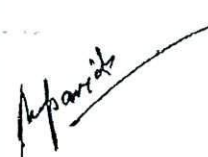
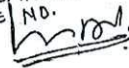
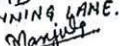
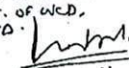
Sl. No.	Members	Occupation	Address	Position in Society
1.	Prof. Smt. Kiran Walia, Hon'ble Minister, WCD Govt. of NCT of Delhi	Elected Executive	Women & Child Development, GNCTD, 8 th Level, Delhi Secretariat, I. P. Estate, New Delhi-110002	Chairperson

2.	Sh. Manoj Kumar Parida, Secretary, WCD GNCTD	Government Service	Women & Child Development/Social Welfare, GNCTD, GLNS Complex, Behind Firozshah Kotla Stadium, Delhi Gate, Delhi - 110002	Vice-Chairperson
3.	Sh. J. P. Singh Pr. Secretary FINANCE GNCTD	Government Service	Finance Department. GNCTD, 4 th Level, 'A' Wing Delhi Secretariat, I. P. Estate. New Delhi-110002	Member
4.	Smt. Sumati Mehta, Pr. Secretary PLANNING GNCTD	Government Service	Planning Department, GNCTD, 4th Level, 'B' Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
5.	Sh. S. Bhattacharjee, Director, Health Services GNCTD	Government Service	Directorate of Health Services, F-17, , Karkardooma, Delhi-110032	Member
6.	Sh. P Krishna Murthy Director, Education GNCTD	Government Service	Directorate of Education, Old Secretariat, Delhi -110054	Member
7.	Sh. A. K. Singh, Commissioner, LABOUR GNCTD	Government service	Department of Labour, GNCTD, 5, Sham Nath Marg, Delhi-110054	Member
8.	Smt. Kalyani Chadha, Director, WCD, GOI	Government Service	Ministry of Women & Child Development, Government of India, 6 th Level Shastri Bhawan, New Delhi-110001	Member
9.	Sh. Sudhir Yadav, Joint Commissioner of Police,	Government Service	Crime Against Women Cell, Police Station Nanak Pura, New Delhi-110021	Member
10.	Sh. R. K. Srivastava, Addl. Commissioner, (Engineering) MCD, GNCTD	Government Service	Municipal Corporation of Delhi, Town Hall, Delhi-110006	Member
11.	Dr. Dinesh Paul, Director NIPCCD	Government Service	NIPCCD, 5 Siri Institutional Area, Opposite P. S. Hauz Khas, New Delhi.	Member
12.	Sh. Sudhir Kumar, Director, SW GNCTD	Government Service	Social Welfare, GLNS Complex, Behind Firozshah Kotla Stadium, Delhi Gate, Delhi-110002	Member

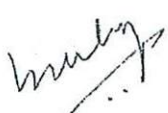
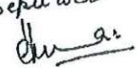
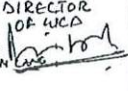
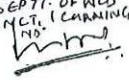
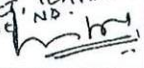
14.	Sh. Lov Verma, Member Secretary, NCPCR	Service in the NCPCR	National Commission for Protection of Child Rights, 5 th Level, Chandralok Building, Janpath, New Delhi 110001	Member
15.	Ms. Shuchi Sehgal, Dy. Director (CPU), WCD, GNCTD	Government Service	Deptt. of Women & child Development, 1, Canning Lane, K.G. Marg, New Delhi-110001	Member
16.	Ms. Praveen Nair, Salaam Balak Trust,	Non-Government Organisation	DDA Community Centre, 2nd Floor, Gali Chandi Wali Paharganj, Delhi	Member
17.	Mr. Rajiv Kale, Director, WCD GNCTD	Government Service	Women & Child Development, 1, Canning Lane, K.G. Marg, New Delhi - 110001	Member Secretary

6. Desirous Persons

We, the following 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 5th day of August 2010 at New Delhi.

Sl. No.	Name & Designation	Office Address	Occupations	Signatures	Name, Address & Signature of the Witness
1.	Sh. Manoj Parida Secretary, Deptt. of Women & Child Development, Govt. of NCT of Delhi.	GLNS Complex, Behind Firozshah Kotla Stadium, Delhi Gate, Delhi- 110002	Government Service		R.N. MANJULA ADDL. DIRECTOR DEPTT. OF WCD NCTD, 1, CANNING LANE, N.D. 
2.	Dr. S. Batthacharjee Director, Health Services GNCTD	Directorate of Health Services, F-17, Karkardooma, Delhi-110032	Government Service		MANJULA KATHURIA WELFARE OFFICER DEPTT. OF WCD NCTD 1, CANNING LANE. N.D. Manjula 
3.	Sh. Rajiv Kale Director, Deptt. of Women & Child Development, GNCTD	1, Canning Lane, K. G. Marg, New Delhi-01	Government Service		R.N. MANJULA ADDL. DIRECTOR, DEPTT. OF WCD, GNCTD. 

MEMORANDUM OF ASSOCIATION

4.	Sh. P. Krishnamurthy Director, Education GNCTD	Directorate of Education, Old Secretariat, Delhi-110054	Government Service		HUMRA KHAUD WELFARE OFFICER DEPT. WCD 
5.	Sh. Sudhir Kumar, Director, Social Welfare, GNCTD	GLNS Complex, Behind Firozshah Kotla, Stadium, Delhi Gate, D-2	Government Service		R.N. MANGLA ADDL. DIRECTOR DEPT. OF WCD GNCTD, CANNING LANE 
6.	Sh. A.K. Singh, Labour Commissioner GNCTD 011 - 23951115	5, Sham Nath Marg, Delhi - 110054	Government Service		R.N. MANGLA ADDL. DIRECTOR DEPT. OF WCD GNCTD, CANNING LANE NO. 1 
7.	Ms. Rashmi Singh Director, Smajik Suvidha Sangam GNCTD	Room No. 404, 4 th Level Delhi Secretariat, Delhi-02	Government Service		R.N. MANGLA ADDL. DIRECTOR DEPT. OF WCD GNCTD, CANNING LANE NO. 1 
8.	Ms. Shuchi Sehgal, Dy. Director (CPU). DWCD. GNCTD	Deptt. of Women & Child Development, 1, Canning Lane, K. G. Marg, New Delhi-110001	Government Service		 VIPIN RANA PA (STENO) DEPT. OF WCD GNCTD

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.



Vice Chairperson



Member Secretary



Member

Dated : August 5, 2010

The Rules and Regulations
of
**STATE CHILD PROTECTION
SOCIETY, DELHI**

THE RULES AND REGULATIONS OF STATE CHILD PROTECTION SOCIETY, DELHI

1. SHORT TITLE

- 1.1 These Rules and Regulations shall be called "The Rules and Regulations of the State Child Protection Society, Delhi, 2010".
- 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 the subject or context:

"Act" means Societies Registration Act, XXI, 1860, as applicable to NCT of Delhi.

"Central Government" means the Government of India.

"Chairperson" means the Chairperson of the Governing Body of the Society.

The SCPS shall conduct all functions of the DCPS until the later are set up.

"Executive Committee" means the Executive Committee of the Society.

"Governing Body" means the Governing Body of the Society.

"Member Secretary" means the Member Secretary of the Society.

"Member" means the Member of the Society.

"Principle Secretary" includes the Secretary for the time being in charge of the Department concerned.

"Rules" means these Rules and regulations registered along with the Memorandum of Association as may be amended by the Governing Body of the Society from time to time.

"Society" means the State Child Protection Society, Delhi.

"SARA" means State Adoption Resource Agency.

"Secretariat" means the Secretariat of the Society. The State Child Protection Unit at 1, Canning Lane, K.G. Marg, New Delhi-110001 shall be the Secretariat of the SCPS.

"State Government" means the Government of National Capital Territory of Delhi.

"Year" means a period of twelve calendar months commencing from the first day of April and ending on the 31st day of March in the year succeeding.

3. OFFICE

- 3.1 The Registered Office of the Society shall be situated and remain in the premises of Deptt. of Women & Child Development, 1. Canning Lane, K. G. Marg, New Delhi-110001.

3.2 The Society may set up its branch/offices in Delhi as and when necessary.

4. MEMBERSHIP

4.1 The following shall be the members of the Society.

- First members of the Governing Body.
- All Desirous Persons as at clause 6 of the Memorandum of Association.
- Additional ex-officio members of the Governing Body nominated from time to time e.g.
 - a) Representative(s) of the Government of India.
 - b) Representative of NGOs and/or association of NGOs.
 - c) Representative of professionals' associations (e.g. Delhi State Health Mission, SCPCR, SHRC, State AIDS Control Society etc. Judiciary & Law, Academicians, Private Sector, Media, SCRB, Police Department.
 - d) Representatives of other organisations as may be determined by the Governing Body from time to time.
 - e) Individuals 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 may be nominated by the Chairperson on recommendation of the Governing Body. Nominated members shall hold office for the period specified in their nomination letter. However they may be removed by the Governing Body when required.

4.4 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 s/he was holding the membership.

4.5 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 recommendation of the Governing Body.

4.6 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

role of members. 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.

- 4.7 Any vacancy in the Society or in the Governing Body may be filled by the Governing Body. 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.

5. **AUTHORITIES OF THE STATE CHILD PROTECTION SOCIETY**

- 5.1 Following may be the bodies and authorities of the Society:

- Governing Body
- Executive Committee
- State Adoption Resource Agency (SARA)
- DCPS as and when necessary
- Secretariat

5.2 **GOVERNING BODY**

- 5.2.1 The first members of the Governing Body of the Society shall be those mentioned in clause 5 of the Memorandum of Association. They shall hold office until a new Governing Body is appointed according to these Rules.
- 5.2.2 The management of the affairs of the Society shall be entrusted to the Governing Body and the property of the Society shall be vested in the Governing Body.
- 5.2.3 The Society may sue or be sued in the name of the Society.
- 5.2.4 The Governing body may constitute such sub-committees, as it may deem appropriate for performing any task that may be assigned to it by the Governing Body.

5.3 **PROCEEDINGS OF THE GOVERNING BODY**

- 5.3.1 The meetings of the Governing body shall be held at least once in a year 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 s/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 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 five clear days before the date appointed for the meeting. Such notice may be under the hand of the Member Secretary and accompanied by an agenda of the business to be placed before the meeting provided that any deficiency in giving such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business the Chairperson may call an emergency meeting of the Governing Body, inviting the members on phone.
- 5.3.4 The Chairperson shall take the Chair at the meetings of the Government 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 1/3 rd members of the Governing Body, including the substitutes nominated, present in person, shall form a quorum at every meeting of the Governing Body.
- 5.3.6 The members of the Governing Body may depute his/her nominated representative to attend Governing Body Meeting.
- 5.3.7 Any member desirous of moving any resolution at a meeting of the Governing Body shall give notice of not less than two clear days (before the meeting) in writing to the Member Secretary.
- 5.3.8 Any business which it 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 shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Body.
- 5.3.9 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.
- 5.3.10 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:
- a) Make, amend, or repeal any rule and regulation relating to administration and management of the affairs of the Society subject to the observance of the provisions contained in the Societies Registration Act and the Juvenile Justice (Care & Protection of children) Act, 2000.
 - b) Consider the annual budget, 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.
 - c) Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
 - d) Accept donations and endowments or give grants upon such terms as it thinks fit.
 - e) Delegate its power to the Chairperson, Member Secretary or other authorities of the Society as it may deem fit.
 - f) Appoint committees, sub-committees and boards etc. for such purpose and on such term as it may deem fit and to dissolve / remove any of them.
 - g) 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 deputation basis.
 - h) Develop and adopt its own procurement procedures for procurement of goods and services, if necessary.
 - i) 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.
 - j) The Governing Body may pay reasonable remuneration to any of its officers or servants or to any other person in return for any services actually rendered to the Society subject to the relevant provisions of the GFR. (General Financial Rules, 2005)
 - k) Do generally all such acts and things as may be necessary or incidental to carry out

the aims and objects of the Society, provided that nothing herein contained shall authorize the Governing Body to do any act which may be repugnant to the provisions hereof or which may be inconsistent with the aims and objects 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, 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/her 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 as soon as possible.

5.6 EXECUTIVE COMMITTEE (EC)

- 5.6.1 The Governing Body will constitute an Executive Committee which will be responsible for acting 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.	Secretary, Women & Child Development/Social Welfare, Government of NCT of Delhi	Chairperson
2.	Director, Deptt. of Women & Child Development, GNCTD	Member Secretary
3.	Addl. Secretary (Health & Family Welfare), Delhi State Health Mission, R. No. 904, 'A' Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	Member
4.	Director (Sarva Shiksha Abhiyan), Deptt. of Education, GNCTD	Member
5.	Joint Director (Child Welfare), Deptt. of Women & Child Development, GNCTD	Member
6.	Joint Labour Commissioner, Deptt. of Labour, GNCTD	Member
7.	Deputy Director (Child Welfare), Deptt. of Women & Child Development, GNCTD	Member

- 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 may be convened by the Member Secretary by giving at least three days clear 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 may be held at least once in three months 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 which shall be empowered to take decisions on their recommendations.

5.7 POWER & FUNCTIONS OF THE CHAIRPERSON OF THE EXECUTIVE COMMITTEE

- 5.7.1 The State Child Protection Society shall be functioning under the overall administrative control and supervision of the State Secretary (as Chairman) currently dealing with child welfare/development programmes, in the State Government/UT Administration. He/She shall spearhead the effective implementation of ICPS and all other child protection policies and programmes in the State/UT by facilitating formulation of the State Child Protection Policy and State Plan of Action for Children. The Secretary shall also ensure compulsory licensing of all voluntary/charitable organization housing children under the Juvenile Justice 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 other. The Secretary is empowered to take all administrative decisions pertaining to the implementation of the ICPS and related fund disbursement.
- 5.7.2 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 Delhi, Such SARA, set up as a unit under the State Child Protection Society, will coordinate, monitor and develop the work of adoption and render secretariat and administrative assistance to the State Adoption Advisory Committee. SARA shall constitute a sponsorship and foster Care Approval Committee and also liaison with DCPS at District 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 state secretary who will be the Chairperson of the EC shall oversee the functioning of State Adoption Resource Agency.

5.8 SOCIETY SECRETARIAT

5.8.1 The Secretariat shall consist of all such technical/management units put together as may be determined by the Governing Body or the Executive Committee with due regard to the scope of objective as set out in Article 4 of the Memorandum of Association.

5.9 POWERS AND FUNCTIONS OF THE SECRETARIAT

5.9.1 The Secretariat of the Society shall be headed by the Society Director who shall be assisted by staff of the Society, including experts and consultants.

5.9.2 The State Child Protection Society shall conduct all functions of the DCPS until the latter are set up.

5.9.3 As a support structure for assisting Department of Women & Child Development of the State Government, the Secretariat shall:

- a) cause its experts and staff to be subjected to such operational arrangements with the Directorate (including seating and reporting arrangements) as to generate synergies,
- b) Host external experts within its premises, and
- c) Provide such logistics support to the officers and staff as may be determined by the Governing Body.

5.10 POWER AND FUNCTIONS OF THE SOCIETY DIRECTOR

5.10.1 **Director:** The Director, Deptt. of Women & Child Development as Member Secretary of the Executive Committee shall function as the administrative head of the Secretariat 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 State Child Protection Society, the State Adoption Resource Agency (SARA) and all the District Child Protection Societies (DCPSs) of the State/UT. The Director shall be responsible for ensuring effective implementation of ICPS and other child protection policies and programmes at the State and district levels with the assistance of all personnel of the SCPS. The Director shall ensure timely release of funds to concerned agencies/organizations implementing ICPS and other child protection programmes at State and district levels. He/she shall also supervise and monitor Utilization of funds allocated under ICPS.

6 FUNDS OF THE SOCIETY

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

- a) Funds received from the Government of India for State Child Protection Society as well as District Child Protection Society until they are set up.
- b) Funds received from the State Government.
- c) Grants and donations from trade, industry, institutions and individuals.
- d) Funds generated by any other resources as decided by the Governing Body.
- e) Income out of investments.
- f) Borrowings including loans/deposits.
- g) Receipts from disposal of assets.

7 ACCOUNTS AND AUDIT

- 7.1 The Society shall keep proper books of accounts in which shall be entered:
- a) All sums of money received and the sources thereof and all sums of money expended by the Society and the objects or purposes for which sums are expended, and
 - b) the Society assets and liabilities.
- 7.2 The financial year of the Society shall be from 1st April to 31st March.
- 7.3 The accounts of the Society shall be balanced each year on the 31st day of March, and annual accounts shall be prepared.
- 7.4 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 may prescribe written instructions relating to Statement of Expenditure (SoE) for each scheme. The separate Account of different Programmes could be audited by different auditors, and submitted to the Programme Unit separately.
- 7.5 Alternatively, the Executive Committee may administer the Central and the State Government Contributions and other receipts through plan schemes and implement the Integrated Child Protection Scheme through regular government accounting system.
- 7.6 The accounts of the Society may 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/State Government and any expenditure incurred in connection with such audit shall be payable by the Society to the Auditors. Alternatively, the accounts may be got audited through the regular government auditing process.
- 7.7 The Chartered Accountant or any qualified person appointed by the Govt. of India/State Government in connection with the audit of the accounts of the Society shall have the same rights, privileges and authority 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.

7.8 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 Governing Body.

7.9 The Auditor shall also forward a copy of the report to the Chairperson of the Governing Body.

8 BANK ACCOUNT

8.1 The account of the Society may be opened in a nationalized bank approved by the Executive Committee or in a scheduled commercial/nationalized bank. 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 instrument or through electronic banking (e-banking) procedures signed/electronically authorized by such authorities of the Society Secretariat as may be determined by the Executive Committee.

8.2 Alternatively, the fund operation may be conducted through regular PAO / Plan Scheme system as envisaged in clause 7.5 above.

8.3 The Society shall switch over to e-banking procedures as and when the MoWCD, Government of India directs the Society to do so as the principal donor to the Society.

8.4 The Executive Committee may authorize the Director, Women & Child Development, GNCTD to operate the accounts of the Society in conjunction with another senior official as may be decided by the Committee but any two signatures will be necessary for drawing amount from the Bank.

9 PROPERTY OF THE SOCIETY

9.1 All property belonging to the Society shall be deemed to be vested in the Governing Body and shall be referred to be the property of the Society.

10 ANNUAL REPORT

10.1 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.

11 SUITS AND PROCEEDINGS

11.1 The Society may sue or be sued in the name of Society through its Member Secretary.

- 11.2 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 authorized in this behalf.
- 11.3 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.
- 11.4 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.

12 **AMENDMENTS / ALTERATIONS OF MEMORANDUM OF ASSOCIATION AND RULES**

- 12.1 Any amendment in the memorandum of association or rules will be carried out in accordance with the procedure laid down under section 12 and 12 A of the Societies Registration Act 1860.

13 **RETURNS TO BE FILLED WITH REGISTRAR**

- 13.1 The Society shall file such returns and document and in the manner as may be required by the Societies Registration Act, 1860.
- 13.2 Once in every year a list of the office bearers and members of the Governing Body of the Society shall be filled with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act of 1860.

14 **DISSOLUTION**

- 14.1 If the Society needs to be dissolved, it shall be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration Act 1860 as applicable to the Union Territory of Delhi.
- 14.2 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 State Government for such purpose as it may deem fit.

15. **MISCELLANEOUS**

15.1 **CONTRACTS**

- 15.1.1 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 authorized by the Governing Body.

- 15.1.2 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 of firm in which such members of 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.

15.2 COMPLIANCE OF STATUTORY REQUIREMENTS

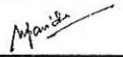
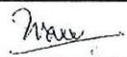
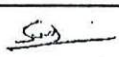
- 15.2.1 The Society shall register itself with relevant government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff consultants and experts employed by it and/or consultancies/contracts awarded by it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

16 GOVERNMENT POWER TO REVIEW

- 16.1 Notwithstanding anything to the contrary contained in these Rules, the Ministry of Women & 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, MWCD, GOI, and issue directions, as deemed appropriate, to the Society.
- 16.2 The Chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.
- 16.3 The progress review reports and / or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

17 ATTESTATION

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

Sl. No.	NAME	DESIGNATION	SIGNATURE
1	Sh. Manoj Parida	Secretary, WCD	
2	Sh. Rajiv Kale	Director, WCD	
3	Sh. Sudhir Kumar	Director, Social Welfare	

Dated : August 5, 2010



Department of Women & Child Development

Govt. of NCT of Delhi

1 Canning Lane, K G Marg, New Delhi-110001

Website :- www.wcddel.in, Ph.: 011-23070378, 23384904, 23387812, Fax : 011-23070379

State Child Protection Society, Delhi

E-mail : icps.cpudel@gmail.com, Ph.: 011-23073459