



**NATIONAL INSTITUTE OF SOCIAL DEFENCE**

**(Ministry of Social Justice and Empowerment)**

**Govt. of India**

**West Block –1, Wing –7,  
Ground Floor, R K Puram,  
New Delhi –110066**

**HAND BOOK  
ON  
RIGHT TO INFORMATION ACT  
2005**

# **Chapter 1**

## **Introduction**

### **1.1 Please throw light on the background of this handbook (Right to Information Act –2005)**

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system.

In this perspective Govt of India enacted the **Right to Information Act, 2005**.

As part of Ministry of Social Justice & Empowerment, Govt. of India National Institute of Social Defence (NISD) has also been obliged for effective implementation of **RTI Act, 2005**

This handbook may prove helpful in getting information about NISD and its functioning.

### **1.2 Objective/purpose of this handbook**

Objective: The main objective of this handbook is to provide basic information to the citizens of India about NISD and to build awareness of RTI, Act 2005

### **1.3 Who are the intended users of this handbook?**

- Members of Parliament and State legislature, Concerned Ministry, Departments of Central Govt, State Govts. and various NGOs.
- Social Worker, Trainers, Caregivers.
- Officers working in various departments either directly or indirectly concerned with the programme.
- Public at large

### **1.4 Organisation of the information in this handbook?**

The information in the handbook is organized in the following sequence. Manual – 1, Manual – 2, Manual – 3....., Manual - 17.

### **1.5 Definitions (Please provide definitions of various terms used in the handbook).**

**NISD : National Institute of Social Defence**  
**RTI Act : Right to Information Act**

**NC-DAP : National Centre of Drug Abuse Prevention**  
**DAMS : Drug Abuse Monitoring System**  
**NICE : National Initiative on Care for Elderly**  
**NICP : National Initiative for Child Protection**

**1.6 Contact person in case somebody wants to get more information on topic covered in the handbook as well as other information also.**

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Public Information Officer  
National Institute of Social Defence  
West Block-1, Wing-7, Ground Floor,  
R.K. Puram, New Delhi-110066.  
Phone No. 011-26104145.

**1.7 Procedure and Fee Structure for getting information not available in the handbook.**

None.

## **Chapter-2 (Manual –1)**

### **PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES**

## **2.1 Objective/purpose of the public authority.**

- To review policies and programmes in the field of social defence.
- To anticipate and diagnose social defence problems.
- To develop preventive, rehabilitative and curative policies in the field of social defence.
- To identify and develop instruments for realizing the objectives of social defence policies.
- To review and evaluate the implementation of social defence policies and programmes.
- To develop and promote voluntary effort in social defence.

## **2.2 Mission/vision statement of the public authority**

The Mandate of the Institute is to provide input for formulation of the social defence Policies and programmes of the Government of India and give technical support for strengthening programme interventions. This is ensured through collection of relevant statistics, maintenance of database and documentation of research findings, best practices, success stories etc.

## **2.3 Brief history of the public authority**

The National Institute of Social Defence was originally set up as the Central Bureau of Correctional Services in 1961, under the Ministry of Home Affairs, in pursuance of the recommendation emerging at various national forums. The Bureau was transferred to the Department of Social Security in 1964 and since 1975 the Institute is a subordinate office under the Ministry of Social Justice & Empowerment. National Institute of Social Defence is now an Autonomous Body vide Govt. of India Notification No. 10-3/2000-SD. Vol.II dated 15th July, 2002 and registered under the Societies Act XXI of 1860 with National Capital of Union Territory.

## **2.4 Duties of the public authority**

**The duties of the Institute involve functioning as:**

- A central advisory body for MSJ&E, Government of India.
- A centre of excellence for Research and Training in the field of social defence.
- NISD also Coordinates and liaises between the Government and the Non-Government Organizations at State, National and International level.
- Develops preventive, rehabilitative and curative tools, programmes and policies in the field of social defence
- Undertakes research, capacity building & training, consultancy, networking, documentation and publication.

## **2.5 Main activities/ functions of the public authority**

- To conduct training programmes for updating skills of the service providers.
- To sensitize the Govt. functionaries and key stakeholders.
- To conduct research and document information in the areas of social defence.

## **The Institute's areas of concern are**

**Juvenile Justice,  
Child Protection,  
Old Age Care,  
Drug Abuse Prevention and related sectors.**

## **2.6 List of services being provided by the public authority with a brief write-up on them**

NISD is providing its services mainly in three fields:  
Child Protection, Old Age Care & Drug Abuse Prevention

### **Child Protection**

Child Protection Division of NISD is responsible for building capacities of service providers, promoting research and documentation in the areas of child protection & juvenile justice. It implements National Initiative for Child Protection (NICP), which is a major national initiative in the areas of child protection and juvenile justice in collaboration with Childline India Foundation.

To every child a childhood is the vision of National Initiative for Child Protection (NICP). It hopes to achieve this by facilitating a clear understanding of Child Rights and Juvenile Justice (Care & Protection of Children) Act 2000. As defined by Convention on the Rights of the Child (CRC), NICP intends to create awareness among the people about child's Right to Survival, Right to Protection, Right to Development and Right to Participation. In addition, it also aims at sensitizing and training members of the allied systems on Juvenile Justice Act 2000 to familiarize them with the procedures & provisions of the Act vis-à-vis helping them to understand their role in effective implementation of the Act

### **OLD AGE CARE**

The main aim of conceptualizing the course under Government of India's project-'NICE' is to develop a cadre of frontline personnel of Geriatric Care Givers (Geriatric Animators) and to generate skilled manpower focused on intervention in the family & community settings. The younger generations and others concerned with the welfare of older persons are to be encouraged to attend to the needs of the older persons. The objectives of the Programme are:

To develop a cadre of professionals for the care & welfare of older Persons

To provide a comprehensive and scientific knowledge base on various aspects relating to the Geriatric care

To develop aptitude and skills for working with older persons

To orient the students on various techniques/ interventions of understanding and

working for the welfare of the elderly with focus on programme development and management

It also aims to develop a cadre of frontline personnel of Geriatric Care Givers (Geriatric Animators) and to generate skilled manpower focused on intervention in the family & community settings. The younger generations and others concerned with the welfare of older persons are to be encouraged to attend to the needs of the older persons.

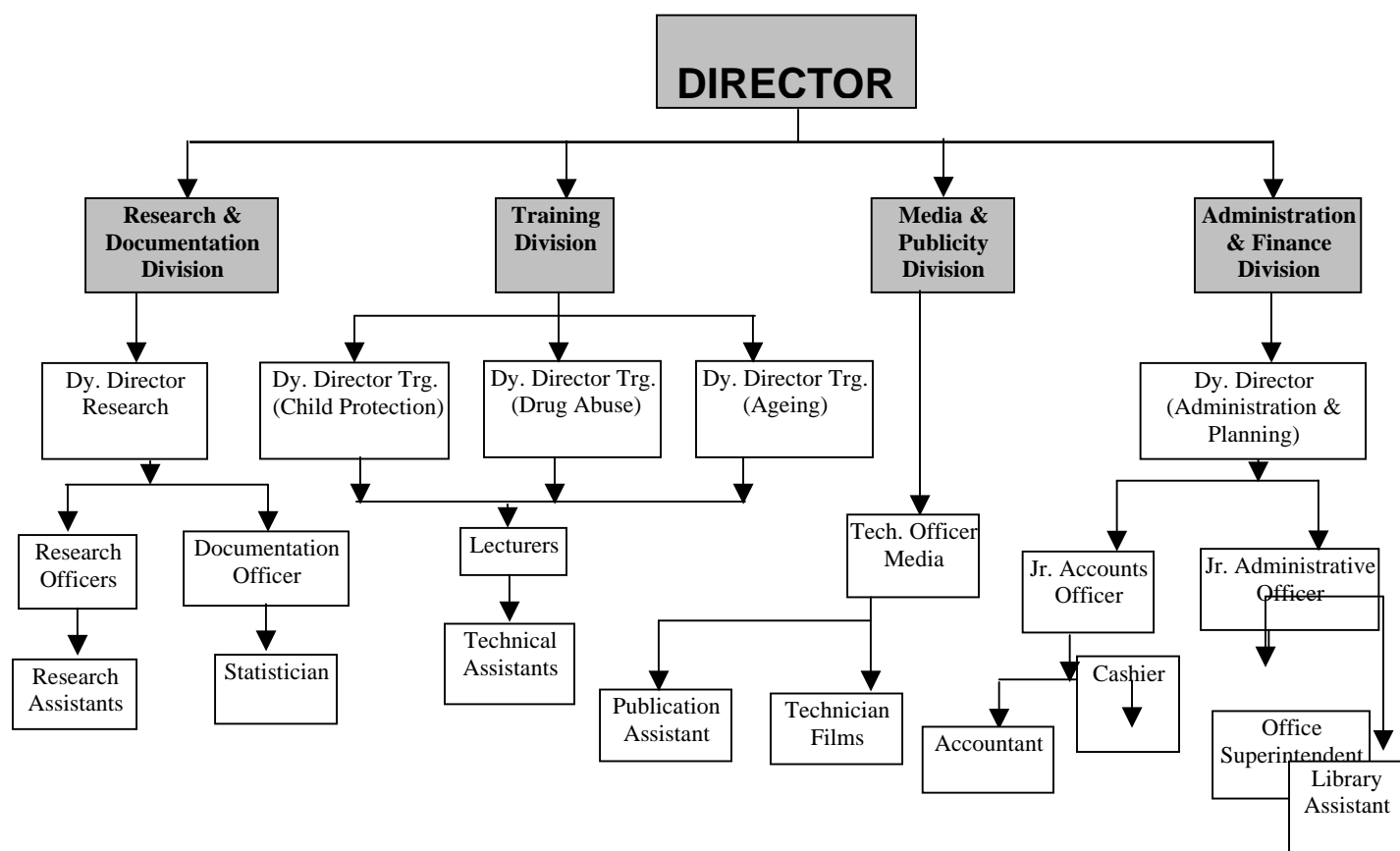
## DRUG ABUSE PREVENTION

- Raising the competency standards of the functionaries/ personnel working in drug demand reduction and other related sectors.
- Standardization of care in Drug Abuse Prevention
- Updating information and creating a database on extent and pattern of Drug

Abuse at local, regional, national and international levels.

- Promoting advocacy and networking arrangements in the field of drug abuse prevention

## 2.7 ORGANIZATIONAL STRUCTURE DIAGRAM





**2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency:**

To the general public is expected to send their feedback about the programmes run by the Institute.

**2.9 Arrangements and methods made for seeking public participation/contribution.**

There are four columns, namely- ***Suggestions; Guest Book; Message Board & Chat*** in the NISD's Website [www.nisd.gov.in](http://www.nisd.gov.in) for seeking active participation/contribution of the public.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

Queries usually come from the NGOs, Trainers and Students seeking information related to Training & Support in the field of Drug Abuse Prevention, Old Age Care and Child Protection.

Any specific information/grievance related to Training & Support of the Areas of Concern of the Institute is addressed immediately by the concerned Division. It may be in the form of Letter, Fax, Telephone, E-mail etc.

**2.11 Addresses of the main office and other offices at different levels.**

**(Please categorize the addresses district wise for facilitating the understanding by the user).**

**National Institute of Social Defence**  
(Ministry of Social Justice & Empowerment, Govt. of India)  
**West Block-1, Wing-7, Gr. Floor**  
**R.K. Puram, New Delhi-110066**

**2.12 Morning hours of the office: 9.30 am**

**Closing hours of the office: 6.00pm**

## **Chapter-3 (Manual-2)**

### **Powers and Duties of Officers and Employees**

**3.1 Please provide details of the powers and duties of officers and employees of the organization.**

**Director –NISD is the Chief Executive of the office and he exercises both administrative and financial power as Head of Department.**

**Deputy Director (Admn & Plg.): Exercises the powers conferred on him as Head of Office.**

**Deputy Director (Training): coordinates the activities of their respective wings.**

**Deputy Director (Research & Documentation):**  
Coordinates the activities of Research and its Documentation.

## **Chapter – 4 (Manual –3)**

# **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

- 4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

**Name / title of the document - Rules and Regulations**

**Type of the document - Rules and Regulations**

**Brief Write-Up on the document**

**1. Definition:-**

- 1.1 In these rules unless there is anything repugnant to the subject or context:
- (a) The Institute means the National Institute of Social Defence.
  - (b) The President means the President of the General Council.
  - (c) The 'General Council' means the General Council of the Institute.
  - (d) The 'Executive Council' means the Executive Council of the Institute.
  - (e) The 'Chairman' means the Chairman of the Executive Council.
  - (f) 'Memorandum means the Registered Memorandum of Association and Rules of the National Institute of Social Defence, as may be amended from time to time by the society.
  - (g) The 'Rules' means rules registered along with the Memorandum of Association as may be amended by the Society from time to time.
  - (h) 'Society' means the society forming the Institute.
  - (i) 'Office Bearers' means the President or the Chairman, Member-Secy. Or any other who may be designated by President or the Chairman.
  - (j) 'Government' means the Central Government.
  - (k) 'Year' means the financial year of the Central Government.

**2. Authorities of the Institute:-**

- 2.1 The following shall be the authorities of the Institute:
- 2.2 General Council

2.3 Executive Council

2.4 Such other Authorities as may be prescribed from time to time by the General Council

**3. General Council**

3.1 The Composition of the General Council shall be:

- |     |  |             |
|-----|--|-------------|
| (a) | Secretary<br>Ministry of Social Justice & Empowerment<br>Government of India.  | - President |
| (b) | Joint Secretary concerned with the subject in the<br>Ministry of Social Justice & Empowerment<br>Government of India.                | - Member    |
| (c) | Financial Adviser to the<br>Ministry of Social Justice & Empowerment<br>Government of India.   | - Member    |
| (d) | Joint Secretary, Ministry of Home Affairs<br>Government of India.  | - Member    |
| (e) | Six specialists/representatives of voluntary<br>organizations/social workers in the field(to be<br>nominated by the Govt. of India). | - Member    |
| (f) | A nominee of the Department of Women &<br>Child Development, Government of India.  | - Member    |
| (g) | A nominee of the Ministry of Health,<br>Government of India.   | - Member    |
| (h) | A nominee of the Department of Education,<br>Government of India.  | - Member    |
| (i) | A nominee of the Department of Youth Affairs,<br>Government of India.  | - Member    |
| (j) | A nominee of the Ministry of Labour,<br>Government of India.   | - Member    |
| (k) | A nominee of the Department of Revenue,<br>Ministry of Finance, Government of India.   | - Member    |
| (l) | A nominee of the Ministry of Law & Justice,<br>Government of India.  | - Member    |
| (m) | Director General, Narcotics Control Bureau   | - Member    |

- (n) Secretary of Social Welfare Deptt. - Member
- (o) Director of the Institute. -Member-Secretary - Member-Secretary

The General Council will have the power to coopt from time to time for such period as they deem fit representative or representatives of such other organizations or institutions and individuals as they deem desirable in the interests of the of the Institute. The co-opted member shall have the right to participate in the discussion but not to vote.

#### **4 Term of Office**

The tenure of office of the Members and Office Bearers of the General Council except that of President shall be two years or until their successors are nominated, whichever is late, and they shall be eligible for re-nomination.

- a The tenure of office of the member of the General Council shall be at the pleasure of the Central Govt. It can be reduced and extended at the pleasure of the Central Government .
- b An Ex-officio member shall automatically cease to be a member of General Council on vacating office.

#### **5. Meeting of the General Council.**

- 5.1 The Annual General Meeting of the General Council shall be called by the President every year after giving at least 21 days written notice of the date, time, place and agenda and at such meeting it shall transact the following business:
  - (a) Consideration of the Annual Report.
  - (b) Consideration of the Balance Sheet and the Audited Accounts for the previous year.
  - (c) Receipt and consideration of budget proposals for the following year; and
  - (d) Such other matter or matters as the President may direct.
- 5.2 The President may convene a special meeting of the General Council whenever he/she thinks it necessary to do so by giving not less than 14 days notice and indicating the purpose of the meeting.
- 5.3 At such Special Meeting of the General Council convened by the President no business other than the business included in the notice of the meeting shall be conducted.
- 5.4 Powers and duties of the President of the General Council shall include:

- (i) Calling and presiding over all meeting of the General Council; and
- (ii) Moving the Executive Council to take into consideration his views in regard to any matter which is required to be considered by it.

## **6. The Executive Council.**

6.1 The composition of the Executive Council shall be:

- (a) Joint Secretary concerned with the subject in the Ministry of Social Justice and Empowerment, Govt. of India. -Chairman
- (b) Financial Adviser, Ministry of Social Justice & Empowerment, Govt. of India. -Member
- (c) Two specialists/representatives of voluntary organizations/social workers in the field(to be nominated by the Government of India. -Member
- (d) Director of the Institute -Member-Secy.

6.2 The Chairman of the Executive Council may invite any person to, attend any particular meeting or meetings as he/she thinks it desirable.

6.3 Powers and duties of the Chairman of the Executive Council:

- (i) To preside over the meetings of the Executive Council.
- (ii) To take emergent action whenever exigencies of the situation demand it in the interests of the Institute and to have the same ratified by the Executive Council at its next meeting.

## **7. Tenure of Office**

7.1 Member nominated under clause 3.1(e) and under clause 6.1(c) shall hold office for a period of two years from the date of nomination. The members shall be eligible for renomination.

7.2 Where a member of General Council/Executive Council becomes such member by reasons of the office he holds, his membership shall be terminated when he ceases to hold that office.

7.3 If a member of the General Council/Executive Council changes his address, he may notify to the Member-Secretary his new address; but if he fails to notify such address, his address as recorded on the roles of the members shall be deemed to be his address.



## **8. Ceasation or termination of Membership**

- 8.1 A member of the General council or Executive Council shall cease to be such a member if he (a) dies or (b) resigns his membership, or (c) become of unsound minds, or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude or (f) is removed by the Central Government from the membership or (g) except in the case of Director of the Institute, accepts a full time appointment in the Institute or (h) fails to attend three consecutive meetings, without the leave of the President of the General Council or Chairman of the Executive council as the case may be.
- 8.2 A member of the General Council or Executive Council (other than ex-officio member or a member representing the Central Government) may resign office by a letter addressed to the President of the General Council or to the Chairman of the Executive Council whatever the case may be and such resignation shall take effect from the date it is accepted by the concerned President/ Chairman.

## **9. Casual Vacancy.**

- 9.1 Any casual vacancy in the General Council or in the Executive Council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, of the member in whose place he has been appointed or nominated.
- 9.2 The General Council or the Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the General Council or Executive Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

## **10. Meeting of the Executive Council.**

- 10.1 The Executive Council of the Institute shall meet at least once in every three months.
- 10.2 The meeting of the Executive Council may be convened by the Chairman of the Executive Council or any other member of the Executive Council who may be authorized by him in this behalf.
- 10.3 The meeting of the Executive Council may be convened by the Chairman of the Executive Council or any other member elected by the members present shall function as Chairman for that particular meeting.

## **11. Powers and functions of the Executive Council**

- 11.1 Subject to general control and directives of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with the Memorandum of Association, the Rules and Bye-laws made thereunder for the furtherance of the objects and shall have all powers which may be necessary or expedient for the purpose including:
- (a) to lay down broad policy to carry out the purposes of the Institute.
  - (b) to review and sanction budget estimates
  - (c) to sanction expenditure as defined in financial bye-laws.
  - (d) To invest the funds of the Institute
  - (e) To borrow on terms and conditions expedient
  - (f) To create posts and recruit and appoint staff
- 11.2 The appointment of the Director shall be made with the prior approval of the Government
- 11.3 (a) Creation and appointment to all such posts as carry an initial monthly pay of Rs. 8,000 or above shall be done with prior approval of the Government
- 11.4 Creation and appointment of other posts shall be made by the Execution Council.
- 11.5 The Director of the Institute shall be in-charge of the management of the Institute and shall exercise such powers in respect of the affairs of the Institute as may be delegated to him by the Executive Council from time to time.
- 11.6 The Executive Council may be resolution appoint one or more committee or committees or sub-committees for such purposes and with such power as may be specified by it.
- 11.7 The Executive Council of the Institute may, be resolution, delegate separately to the Chairman or the Director or jointly to both of them such of its powers as it may deem fit for the conduct of business.
- 11.8 The Executive Council may with prior approval of the Government alter or repeal or frame new rules.

**12. Funds for the Institute, Accounts and Audit.**

- 12.1 The funds of the Institute shall consist of the following:
- 12.2 The funds of the Institute shall be deposited on a bank to be named by the Executive Council and funds received shall be paid into the Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed by two persons designated by the Executive Council and authorized to function on their behalf.
- 12.3 The Institute shall maintain proper accounts including a balance sheet in such forms as may be prescribed under the bye-laws.
- 12.4 The account of the Institute shall be audited annually in such manner as the Central Government may direct and any expenditure incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute. The auditors shall have the right to demand production of books of 'accounts', vouchers and other documents and papers and to inspect the office of the Institute.
- 12.5 Within six months after the close of every financial year the Institute shall submit to the Central Govt. the audited statement of accounts of the previous year.
- 12.6 The financial year of the Institute shall be from the first of April to the thirty-first of March of the following year.

**13. The Institute shall invest and deal with funds and moneys of the society and shall have the rights:**

- (a) to issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers or otherwise of cash and securities and any property either movable or immovable and to grant such right and privileges to the donors, subscribers and other benefactors as the society may consider proper;
- (b) to acquire purchase or otherwise own or take on lease or hire temporarily or permanently buy any movable or immovable property necessary or convenient for the furtherance of the object of the society;
- (c) to borrow and raise money with or without security or on the security of mortgage charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever, provided prior approval of the Govt. of India is obtained in that behalf;

- (d) to seal assign, mortgage lease exchange and otherwise transfer or dispose of all or any property movable or immovable of the society for the furtherance of the objects of the society provided prior approval of the Government of India is obtained (in writing) for the transfer of the immovable property.
- (e) To enter into any agreement, with any government or authority, municipal, local or otherwise to obtain from such Govt. or authority any right, privileges, concessions, fiduciary or otherwise that the society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- (f) to draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques hundis, drafts, certificates, receipts, Government securities, promissory notes, bills or exchange or other instruments and securities whether negotiable or transferable or not;
- (g) to build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purpose of the society;
- (h) to undertake and accept management of any endowment or trust fund or donation to further the objects of the society;
- (i) to appoint, or employ temporarily or permanently any person or persons that may be required for purposes of the society and to pay them or other persons in returns for services rendered to the society, salaries, wages, honoraria, fee, gratuities, provident funds and pensions;
- (j) to mobilize available expertise in the field of the Social Defence and to offer technical and consultancy services with or without payment of remuneration as necessary;
- (k) to establish a provident fund and other benefits for its employees of the society;
- (l) to institute, offer, or grant, prize, awards, scholarships, fellowships and stipends in furtherance of the objects of the society; and
- (m) to receive and accept grant/donations and other contributions.

**14. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Government of India may stipulate, and upon receipt of any such report, the Government of India may take such action and issue such directories as it may consider necessary in respect of any of the matters dealt within the**

**report and the Institute shall be bound to comply with such directions.**

- 14.1 The Government of India may give from time to time such directions to the Institute as it deems fit and these shall be binding on the Institute.
- 14.2 The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or conditions shall be imposed as to religious belief or profession in admitting trainees/students or appointing members, teachers and other technical and non-technical staff of the Institute.
- 14.3 No benefaction shall be accepted by the society which in its opinion, involves condition or obligations opposed to the spirit and object of the society.
- 14.4 In case the Government of India is satisfied that the Institute is not functioning properly, the Government of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period such an order is subsisting the General Council and Executive Council shall vest in the administrator.

**15. Bye-laws**

- (a) with the previous approval of the Govt. of India the society shall have power to frame and amend bye-laws not inconsistent with Memorandum of Association and the rules, for the administration and management of its affairs.
- (b) Without prejudice to the generality of the foregoing provision such regulations may provide for the following matters:
  - (i) The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the society and the sale or alteration of such investment and accounts and audit.
  - (ii) Powers, functions and conduct of business of such committees or advisory panels as may be constituted from time to time.
  - (iii) The procedure, terms and tenure of appointments emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the society.
  - (iv) Terms and conditions governing scholarship, fellowship, deputation, grant-in-aid, research schemes and projects;
  - (v) Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the society.

## **16. Quorum**

- 16.1 1/3 members of the General Council shall constitute a quorum at a General Council meeting or a special meeting of the General Council.
- 16.2 1/3 members of the Executive Council shall form the quorum at any meeting of the Executive Council.
- 16.3 If at any meeting of the General Council or Executive Council there is no quorum the member present shall constitute the quorum.
- 16.4 A written notice shall be sent to every member of the General Council or Executive Council, as the case may be, either personally or through post under certificate of posting at address mentioned in the latest roll of members.
- 16.5 Any notice so sent by post shall be deemed to have been duly served and in providing such services, it shall be sufficient to show that cover containing such notice was properly addressed and put into the Post Office under a certificate of posting.
- 16.6 Non-receipt of the notice of any meeting of the General Council or Executive Council by any members shall not invalidate the proceeding of the meetings.
- 16.7 The minimum period of notice for meeting of the General Council/Executive Council shall be as follows:
  - (a) for the Annual General Meeting of the General Council – 21 days.
  - (b) for special meeting of the General Council – 14 days.
  - (c) for ordinary meeting of the Executive Council – 14 days; and
  - (d) for extraordinary meetings of the Executive Council – 7 days.
- 16.8 In case of difference of opinion among the members of the General Council or the Executive Council at any meeting, the opinion of the majority shall prevail. Each member other than coopted members of the General Council or of the Executive Council, as the case may be including the President shall have one vote and if there be equality of votes on any question, the Presiding Officer shall in addition have a casting or second vote.

## **17. Roll of Members**

- 17.1 The Institute shall keep a roll of members and their addresses and occupations.

## **18. Resolution by circulation**

- 18.1 Any business in respect of which the Chairman is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future, may be carried out by circulation among all its members of the Executive Council and shall be effective and bindings as if such resolution has been passed at a meeting of the Executive Council.

## **19. General**

- 19.1 All contracts shall be executed on behalf of the Institute by the Director in consultation with the Chairman, as per rules defined in the financial by-laws to be framed by the society.
- 19.2 For the purpose of Section 6 of the Societies Registration Act, as applicable to the Union Territory of Delhi, the person in whose name, the Institute may sue or be sued shall be the Director of the Institute.

## **20. Income and Property:**

- 20.1 The income and property of the society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum subject nevertheless to the conditions the Government of India may, from time to time, impose in respect of expenditure or grants made by them. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus, or otherwise, howsoever by way of profit to the persons who at any point of time are or have been members of the society or to any of them or to any persons claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of honoraria to a member thereof or remuneration to any officer in the Institute in return for any service rendered to the Society or for traveling allowance halting allowance or other similar charges. If, however, a member of the Society is a member of Parliament he shall be paid only the compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959 until he ceased to be a Member of Parliament.

## **21. Alteration of Memorandum of Association and Rules and Regulations.**

- 21.1 Whenever it shall appear to the General Council of the Institute that it is advisable to alter, extend or abridge for such purpose or for other purposes specified in Section 12 of the Registration of Society Act, 1860, the General Council with the prior approval of Central Government, may submit the proposition to the members of the Institute in a written or printed report, and may convene a special general meeting for the consideration thereof according to the rules and regulations. No such proposition shall be deemed to have been approved unless such report has been delivered or

sent by registered post to every member of the Institute 10 days previous to the date of the special general meeting convened by the General Council for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in favour of the proposition by member who being entitled to do so and such votes are not less than three-fifth of the members delivered in person or by proxy so entitled and voting and confirmed by similar majority of votes at a second special general meeting convened by the General Council after an interval of one month after the former meeting.

- 21.2 Whenever it shall appear to the General Council of the Institute to alter, extend or abridge for such purpose or for other purposes within the meaning of the Act or to amalgamate such society either wholly or partially with any other society the General Council may submit the proposition to the members of the Institute either in written or printed report and may convene a special meeting for the consideration thereof according to the rules and regulations. But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society ten days previous to the special meeting convened by the governing body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body at an interval of one month after the former meeting.
- 22.** Once in every year a list of the office bearers and members of the General Council/Executive Council shall be files with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi.
- 23.** Any kind of amendment in the memorandum of the Society shall be made as per provisions of Section 12 and 12(a) of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.
- 24.** If the Society need to be dissolved it shall be dissolved as per provisions laid down under Section 13 and 14 of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi.
- 25. Winding up**
- 25.1 If on the winding up or dissolution of the Society there shall remain, after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid, to or distributed among the members of the society, or any of them and shall be dealt within the manner provided by the Registration of Societies Act, 1860.

All the provisions of the Societies Registration Act, 1860 will apply to this society.



25.2 Essentially Certificate certified that this is the correct copy of the rules & regulation

**(Lokesh Jha)**

**(Jayati Chandra)**

**(S.K. Dev Verman)**

## **Chapter – 5 (Manual – 4)**

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

Being an autonomous organization of the Govt of India, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, guest book on the website etc.

## **Chapter – 6 (Manual – 5)**

**A statement of the categories of documents  
that are held by it or under its control**

**6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).**

<b>S. N o.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by /under control of</b>
1.	Brochures	National Institute of Social Defence	On request the same may be obtained at the Public Information Counter in NISD	Under control of concerned programme division/PIO/Documentation Officer.
2.	Hand Books	Project NICE (National Initiative on Care for Elderly), User friendly document on Old Age Care, Annual Reports, Juvenile Justice Act-2000, Hand Book for Inspecting Officers	-do-	-do-
3.	Modules	Training for functionaries of JJ Board, CWC, and Police etc. Training for trainers module on Juvenile Justice, Drug Abuse Prevention	-do-	-do-
4.	Monthly Newsletter	Social Initiatives	-do-	-do-
5.	Quarterly Journal	Social Defence	-do-	-do-
6.	Syllabus	Syllabus for One Year PG Diploma in Geriatric Care & 6 Month Certificate Course in Geriatric Care	-do-	-do-
7.	Administrative Rules Book	Memorandum of Association & Rules and Regulation	-do-	Deputy Director (Admn & Plg.). Also available on the Website.

**Chapter – 7 (Manual – 6)**  
**A statement of boards, council, committees**  
**and other bodies constituted as its part**

**7.1** Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body.  
N.A.
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
N.A.
- Brief Introduction of the Affiliated Body  
N.A.
- Role of the Affiliated Body  
(Advisory/Managing/Executive/Others)  
N.A.
- Structure and Member Composition  
N.A.
- Head of the Body  
N.A.
- Address of main office and its Branches  
N.A.
- Frequency of Meetings  
N.A.
- Can public participate in the meetings?  
N.A.
- Are minutes of the meetings prepared?  
N.A.
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
N.A.

## **Chapter- 8 (Manual – 7)**

### **The names, designation and other particulars of the Public Information Officers**



### Assistant Public Information Officers:

Sr. No.	Name	Designation	S.T. D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Ms. Prem Monga	Publication Assistant	011	26104145	-	26104-145	<a href="mailto:prem@nisd.gov.in">prem@nisd.gov.in</a>	NISD, West Block –1, Wing –7, R.K. Puram, New Delhi-110066

### Public Information Officer

Sr. No.	Name	Designation	S.T. D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Shri Brahm Prakash Chaturvedi	Technical Officer (Media)	011	26104145	-	26104145	<a href="mailto:tomedia@nisd">tomedia@nisd.</a>	NISD, West Block –1, Wing –7, R.K. Puram, New Delhi-110066

### Department Appellate Authority :

Sr. No.	Name	Designation	S.T. D Code	Ph. No.		Fax	Email	Addresses
				Office	Home			
1.	Shri Satyendra Prakash	Director	011	26100058 26103452	26266118	26100058	<a href="mailto:director@nisd.gov.in">director@nisd.gov.in</a>	NISD, West Block –1, Wing –7, R.K. Puram, New Delhi-110066

## **Chapter – 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

**As per the Manual on Office Procedure.**

- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

**Decisions are taken usually by the Director, Chairperson- Executive Council, President-General Council and Ministry of Social Justice & Empowerment depending upon the nature of issues/policies moved by the concerned programme division. Some times instructions from the Ministry, Executive Council/General Council and Director are also passed to concerned desk for implementation.**

- 9.3 What are the arrangements made to communicate the decision to the public?

**Website and Public Advertisement in the Press wherever necessary.**

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

**Deputy Director (Admn. & Plg.), Deputy Directors (Training & Research and Documentation) Other Officers of the Institute.**

- 9.5 Who is the final authority that vets the decision?

**Director, Chairperson - Executive Council, President - General Council as laid down in Rules & Regulations.**

**9.6** Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	
Subject on which the decision is to be taken	
Guideline/Direction, if any	
Process of Execution	
Designation of the officers involved in decision making	
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

As enumerated in Manual – 3 under the points of Executive Council and General Council

**Chapter – 10 (Manual – 9)**

**Directory of Officers and Employee**

### 10.1 Please provide information district wise in following formation

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Shri Satyendra Prakash	Director	011	26100058 26103451	26266118	26100058	<a href="mailto:director@nisd.gov.in">director@nisd.gov.in</a>	NISD, West Block-1, Wing-7, Gr.floor, R.K. Puram New Delhi-110066
2.	Shri Arunoday Goswami	Deputy Director (Admn. & Plg.)	011	26106325	26878056	26711397	<a href="mailto:agoswami@nisd.gov.in">agoswami@nisd.gov.in</a>	-do-
3.	Shri M. Sunil Kumar	Deputy Director (Training)	011	26173257	-	26173257	<a href="mailto:msunilkr@nisd.gov.in">msunilkr@nisd.gov.in</a>	-do-
4.	Dr. R. Giriraj	Deputy Director (Training)	011	26103451	-	-	<a href="mailto:ddcw@nisd.gov.in">ddcw@nisd.gov.in</a>	-do-
5.	Smt. C. Saraswati	Deputy Director (Training)	011	26106883	-	26106883	<a href="mailto:ddoa@nisd.gov.in">ddoa@nisd.gov.in</a>	-do-
6.	Shri D.C. Jaya Raju	Deputy Director (Research)	011	26185028	-	-	<a href="mailto:dcraju@nisd.gov.in">dcraju@nisd.gov.in</a>	-do-
7.	Shri B.P. Chaturvedi	Technical Officer (Media)	011	26104145	-	26104145	<a href="mailto:tomedial@nisd.gov.in">tomedial@nisd.gov.in</a>	-do-
8.	Ms. Punam Rani	Research Officer	011	26103880	-	-	<a href="mailto:punamrani@nisd.gov.in">punamrani@nisd.gov.in</a>	-do-
9.	Shri Arun Kumar Gupta	Research Officer	011	26103880	-	-	<a href="mailto:arungupta@nisd.gov.in">arungupta@nisd.gov.in</a>	-do-
10.	Shri Gurdeep Singh	Junior Account Officer	011	26104214	-	-	<a href="mailto:jao@nisd.gov.in">jao@nisd.gov.in</a>	-do-

## **Chapter – 11 (Manual – 10)**

### **The Monthly Remuneration Received By Each of its Officers and Employees Including the System of Compensation as Provided in Regulations**

<b>S. No</b>	<b>Name of the Officer/Official</b>	<b>Post held</b>	<b>Monthly remuneration (Basic salary. Allowances will be admissible thereon as applicable)</b>	<b>Compensations/ Compensatory allowance</b>	<b>The procedure to determine the remuneration as given in the regulation</b>
<b>1.</b>	<b>Shri Satyendra Prakash</b>	<b>Director</b>	<b>14,700</b> and allowances as admissible	<b>As per the instruction of the Govt. of India</b>	<b>As per the instruction of the Govt. of India</b>
<b>2.</b>	<b>Shri Arunoday Goswami</b>	<b>Administrative Officer</b>	<b>10325</b> and allowances as admissible	-do-	-do-
<b>3.</b>	<b>Shri M. Sunil Kumar</b>	<b>Deputy Director (Training), NCDAP</b>	<b>11,300</b> and allowances as admissible	-do-	-do-
<b>4.</b>	<b>Shri G.C. Halder</b>	<b>Research Officer</b>	<b>5,813*</b> and allowances as admissible	-do-	-do-
<b>5.</b>	<b>Shri D.C. Jaya Raju</b>	<b>Deputy Director (Research)</b>	<b>10,000</b> and allowances as admissible	-do-	-do-
<b>6.</b>	<b>Dr. Giriraj</b>	<b>Deputy Director (CP)</b>	<b>10,000</b> and allowances as admissible	-do-	-do-
<b>7.</b>	<b>Smt. C. Saraswathi</b>	<b>Deputy Director (OA)</b>	<b>10,000</b> and allowances as admissible	-do-	-do-
<b>8.</b>	<b>Sh. B. P. Chaturvedi</b>	<b>Technical Officer</b>	<b>8,550</b> and allowances as admissible	-do-	-do-
<b>9.</b>	<b>Ms Punam Rani</b>	<b>Research Officer, Old Age Care</b>	<b>7,900</b> and allowances as admissible	-do-	-do-
<b>10.</b>	<b>Shri Gurdeep Singh</b>	<b>Junior Accounts Officer</b>	<b>7,900</b> and allowances as admissible	-do-	-do-
<b>11.</b>	<b>Mrs. Madhu Thapar</b>	<b>Statistician</b>	<b>8,100</b> and allowances as admissible	-do-	-do-
<b>12.</b>	<b>Shri Arun Kumar Gupta</b>	<b>Res. Assistant</b>	<b>7,600</b> and allowances as admissible	-do-	-do-
<b>13.</b>	<b>Ms Tanya Sen Gupta</b>	<b>Res. Assistant</b>	<b>5,500</b> and allowances as admissible	-do-	-do-
<b>14.</b>	<b>Ms Jeeban Lata</b>	<b>Res. Assistant</b>	<b>5,500</b> and allowances as admissible	-do-	-do-



15.	Smt. Kusum Lata	Lib.-Cum-Asst.	6,725 and allowances as admissible	-do-	-do-
16.	Smt. Prem Monga	Publication Assistant	6,025 and allowances as admissible	-do-	-do-
17.	Shri Nishant Vishwakarma	Technician (Film)	5,500 and allowances as admissible	-do-	-do-
18.	Smt. Amrit Kaur	Office Supt.	7,250 and allowances as admissible	-do-	-do-
19.	Shri Janardhan	PA to Director	7,425 and allowances as admissible	-do-	-do-
20.	Shri C.M. Bhatt	Accountant	6,725 and allowances as admissible	-do-	-do-
21.	Shri Pratima Sharma	T. A. (Ageing)	6,050 and allowances as admissible	-do-	-do-
22.	Shri Shyam Lal	T. A. (Child)	5,150 and allowances as admissible	-do-	-do-
23.	Mrs. Marium Kujur	Cashier	5,600 and allowances as admissible	-do-	-do-
24.	Smt. Lalita Rani	U.D.C. (Admn.)	5,000 and allowances as admissible	-do-	-do-
25.	Shri Vishwanath Prasad	U.D.C. (Child)	4,800 and allowances as admissible	-do-	-do-
26.	Shri Anil Kumar	U.D.C. (Admn)	4,600 and allowances as admissible	-do-	-do-
27.	Shri P. Lakra	U.D.C. (Admn)	4,300 and allowances as admissible	-do-	-do-
28.	Smt. Veena Sharma	Steno-III (Child)	6,050 and allowances as admissible	-do-	-do-
29.	Smt. Radha Dhaukhandi	Steno-III	4,700 and allowances as admissible	-do-	-do-

30.	Ms. Sunita Gandhi	Steno-III	<b>4,400</b> and allowances as admissible	-do-	-do-
31.	Shri Yogender Singh Tanwar	L.D.C.	<b>On deputation</b>	-do-	-do-
32.	Shri Raj Kishore Prasad	L.D.C.	<b>3,650</b> and allowances as admissible	-do-	-do-
33.	Anil Kumar Bhatt	L.D.C.	<b>3,125</b> and allowances as admissible	-do-	-do-
34.	Shri Virendra Prasad	L.D.C.	<b>3,125</b> and allowances as admissible	-do-	-do-
35.	Shri Rakesh Kumar	Driver	<b>3,650</b> and allowances as admissible	-do-	-do-
36.	Shri Mehar Singh	Driver	<b>3,425</b> and allowances as admissible	-do-	-do-
37.	Smt. Santosh Kumari	Daftary	<b>3,650</b> and allowances as admissible	-do-	-do-
38.	Shri Baljit Singh	Daftary	<b>3,720</b> and allowances as admissible	-do-	-do-
39.	Shri Bankey Lal	Daftary	<b>3,235</b> and allowances as admissible	-do-	-do-
40.	Shri Munna Chowdhary	Peon	<b>2,720</b> and allowances as admissible	-do-	-do-
41.	Shri Sukender Kumar	Peon	<b>2,720</b> and allowances as admissible	-do-	-do-
42.	Shri Vijay Kumar	Peon	<b>3,020</b> and allowances as admissible	-do-	-do-

Subsistence allowance on account of suspension from service.

## **Chapter –12 (Manual – 11)**

### **The Budget Allocated to each Agency**

**(Particulars of all plans, proposed  
expenditures and reports on disbursement  
made)**

**Budget Allocation for 2005-2006**  
**(Rs. in cr.)**

<b>Head</b>	<b>Sanctioned Budget</b>	<b>Amount released (1<sup>st</sup> installment)</b>	<b>Expenditure</b>
<b>Plan</b>	<b>4.80</b>	<b>2.50</b>	<b>1.19</b>
<b>Non-Plan</b>	<b>0.55</b>	<b>0.30</b>	<b>0.33</b>
<b>Total</b>	<b>5.35</b>	<b>2.80</b>	<b>1.52</b>

**Chapter – 13 (Manual – 12)**

**The Manner of Execution of Subsidy  
Programmes**

The National Institute of Social Defence does not run any programmes with subsidy component.

## **Chapter – 14 (Manual – 13)**

**Particulars of Recipients of Concessions,  
permits or**

**authorization granted by it.**

**There is no such scheme in the Institute.**



**Chapter – 15 (Manual –14)**  
**Norms set by it for the discharge of its  
functions**

**15.1 Please provide the details of the Norms / Standards set by the department for the execution of various activities / programmes.**

All activities/programmes are conducted under the Action Plan duly approved by the Director, Executive Council and General Council.

## **Chapter – 16 (Manual – 15)**

**Information available in an electronic form**

**16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.**

The information available in electronic format on the website [www.nisd.gov.in](http://www.nisd.gov.in)

Information relating to training programmes in the field of Drug Abuse Prevention, Child Protection and Old Age Care is also available as per Manual – 17.

## **Chapter – 17 (Manual – 16)**

### **Particulars of the facilities available to citizens for obtaining information**

**17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

Like

- **Office Library :**

National Institute of Social Defence is meant for the use of its staff members and students of the courses offered by the Institute such as six-month certificate course and 1-year P.G. Diploma course in Geriatric Care; 1-month certificate course in Child Protection and One month course in Drug Abuse Prevention etc. However, as it store documents related to Correctional Services Probation, Prisons, Crime & Police, Criminology, Social Work, Sociology, Child Welfare, Drug Abuse Prevention and Old Age Care. It allows consultation to research scholars of educational institutions working in these and related areas on request with the approval of the Director. It maintains news clippings on major areas like Child Welfare, Drug Abuse Prevention and Old Age Care.

- **Drama and Shows :**

To mark events like International Day Against Drug Abuse and Illicit Trafficking, International Day of Older Persons, Children's Day NISD organizes public awareness events being appropriate forms of Media Viz. Interpersonal, Traditional & Folk media, Audio and Visual displays etc. through professional artistes.

- **Through News Paper:**

NISD places admission notices for various courses in national and regional dailies to reach out to maximum candidates. Besides this medium is used for filling up the recent posts and for publishing NISD's activities wherever necessary.

- **Exhibition:**

The Institute organizes exhibitions to spread awareness on Drug Abuse Prevention, Child Rights and Old Age Care on important occasion.

- **Notice Board:**

This is utilized for displaying important ongoing and forth coming events of the Institute. Pictures of current events are also included. Copies of Newsletters, brochures, pamphlets produced by the Institute are displayed.

- **Inspection of Records in the Office:**

Presently no system is available

- **System of issuing of Copies of documents:**

Photocopying of documents is done within the Institute and supplied to the person seeking information.

- **Printed Manual Available:**

Under preparation

- **Website of the Public Authority:**

NISD has a website [www.nisd.gov.in](http://www.nisd.gov.in) which has information about the Institute.

- **Other means of advertising:**

Through Posters, Bookmarks, Newsletters, Video Spots etc.

## **Chapter – 18 (Manual – 17)**

### **Other Useful Information**



## 18.1 Frequently Asked Questions and their Answers by Public Authority.

### a. What is NISD?

National Institute of Social Defence (NISD), is an autonomous body under the Ministry of Social Justice and Empowerment, Government of India.

### b. What are main areas of concern?

The Institute's areas of concern are Juvenile Justice, **Child Protection, Old Age Care, Drug Abuse Prevention and related sectors.**

### Drug Abuse Prevention (FAQs)

#### **How can I contact ODCCP?**

You can contact ODCCP at the following address:  
United Nations Office for Drug Control and Crime Prevention' Vienna  
International Centre.  
P.O. Box 500, A-1400 Vienna, Austria  
Centre for International Crime Prevention (CICP)  
Tel: (43-1)260 60-4269; Fax: (43-1)26060-5898

#### **Where can I find information about drug abuse, treatment and rehabilitation?**

ODCCP supports drug-abuse treatment and rehabilitation centres around the world. To find out more about what ODCCP is doing click on the drug abuse & drug demand section of the main ODCCP web site. For information about ODCCP projects in individual countries, go to worldwide field office web sites from the home page.

#### **Where can I find statistics about drug abuse?**

The ODCCP Research Section compiles the most up-to-date statistics and analysis regarding drug-abuse trends around the world. To find out more, visit the ODCCP's statistics and analysis section of the web site or to download the latest publications, visit the news and publications section.

#### **How do I find out about job opportunities at ODCCP?**

ODCCP is seeking qualified, energetic professionals in a wide range of fields to join us in our efforts to combat the threats posed by drugs, crime and terrorism. ODCCP offers challenging assignments - monitoring drug abuse and trafficking trends, helping countries achieve substantial reductions in drug supply and demand and assisting countries in forging new partnerships for tackling important issues such as money laundering, smuggling of

migrants and trafficking in human beings. Around 350 people work at ODCCP's Vienna headquarters and in field offices around the world. For more information, please visit the section on job opportunities and read the ODCCP Job Opportunities booklet.

**Where can I obtain information about drug control and prevention activities around the world?**

ODCCP maintains an electronic library of publications on drug control and crime prevention. This includes the annual "Global Illicit Drug Trends," the annual International Narcotics Control Board (INCB) report and other authoritative materials. For more information, visit the news and publications section on this web site.

**Old Age Care (FAQs)**

**Q1. Who is an Old Person/Senior Citizen.**

The person who has attained the age of 60 and above is an old person/senior citizen.

**Q.2. What is Old Age Care?**

Positive interventions for strengthening family and social support systems for the older persons is Old Age Care.

**Q.3. What is Geriatrics?**

Geriatrics is the branch of medicine or social science concerned with the health and care of old people.

**Q.4 What is Gerontology?**

Gerontology is the scientific study of the elderly, and of the ageing process itself.

**Q.5. What is 'NPOP'?**

NPOP is acronym of the National Policy on Older Persons(NPOP). It is a policy document formulated by the Ministry of Social Justice and Empowerment in 1999 with the main objective of providing for affirmative

**Q.6. What is the goal of NPOP?**

The goal of the NPOP is to ensure the well being of older persons. It aims to strengthen their legitimate place in society and help older persons to live the last phase of their life with purpose, dignity and peace.

**Q.7. What does the policy visualize?**

It visualizes that the State will endeavour to ensure support for financial security, health care, shelter, welfare and other needs of older persons. It also provides for protection against abuse and exploitation. make available

opportunities for development of the potential of Older persons, seek their participation and provide services so that they can improve the quality of their lives.

**Q.8. What are the principal areas of intervention and action strategies envisaged in NPOP?**

The principal areas of intervention are:

- Financial Security
- Health Care and Nutrition
- Shelter
- Continued Education
- Welfare
- Protection of life and property
- Realising the Potential
- Family Support
- Research
- Training of Manpower

**Q.9. What is NCOP?**

National Council on Older Persons (NCOP) was constituted in May, 1999 by the

Ministry of Social Justice & Empowerment, Govt. of India.

\* NCOP works as highest Advisory Body under Chairmanship of the Minister of Social

Justice & Empowerment, Govt. of India.

\* NCOP plays a vital role in helping older persons to solve their problem at National, State and Local levels.

\* To provide feedback on implementation of NPOP.

\* To advise on policies & programmes for Older Persons.

**Q.10. What are the Constitutional & Legal Safeguards for Elderly?**

\* Article 41, a Directive Principle of the Constitution of India provides that state shall make effective provision for securing the right to work, to education and to public assistance in case of unemployment, old age, sickness and disablement & in other cases of undeserved want within the limits of its economic development and capacity.

\* The right of parents without any means to be supported by their children having sufficient means has been recognized by Section 20(3) of the Hindu Adoption & Maintenance Act, 1956.

\* Parents' Maintenance Bill, 1996 (Passed by Himachal Pradesh Assembly) where a simple procedure was introduced for parents being ignored by their children to be given maintenance

\* Section 125(1)D of the Criminal Procedure Code, 1973 makes incumbent on persons with sufficient means to maintain his/her father or mother unable to maintain himself/herself.

**Q.11. What are the Schemes of Ministry of Social Justice & Empowerment for elderly?**

The Schemes for elderly include:

- \* Day Care Centre
- \* Old Age Home
- \* Mobile Medicare Facilities
- \* Construction of Home

Through Grant in Aid to NGOs/ Voluntary Organizations

Clickable... Link to Website of Ministry of Social Justice & Empowerment – Click Schemes under Care of Older Persons.

**Q.12. What is ‘NICE’?**

NICE is acronym of the National Initiative on Care for Elderly developed by the NISD to enhance the delivery of care to the elderly in de-institutionalized settings.

**Q.13. What are the Aims and Objectives of ‘NICE’?**

- To develop a cadre of frontline personnel of Geriatric Care Givers
- To impart training to Care Givers in socio-economic, physical, psychological and other related issues of the aged
- To generate skilled manpower focused on intervention in the family and community setting for the welfare of older persons
- To identify and promote support systems and networking for care of the older persons
- To facilitate convergence of services of Govt./Non-Govt. sectors both locally and at the national level

**Q.14. What is the Vision of project ‘NICE’?**

To enhance the delivery of care to the elderly in de-institutionalized /home settings by generating , awareness, identifying needs, effecting targeted intervention and optimizing capabilities to improve the quality life of the elderly.

**Q.15. What are the different courses under project ‘NICE’?**

There are two types of long term Course under this project:

- (i) Six-months Certificate Course in Geriatric Care (CCGC)
- (ii) One-year Postgraduate Diploma in Integrated Geriatric Care (PGDIGC)

**Q.16. When was the first one year PG Diploma in Integrated Geriatric Care launched?**

1st October 2003.

**Q.17. What is the eligibility for one –year PGDIGC?**

Graduation from a recognized University.

**Q.18. What is the course curriculum of one year PGDIGC?**

The course curriculum includes Geriatrics, Geriatric Health, Geriatric Management, Social Policy and Planning, Geriatric Counseling Geriatric Research.

**Q.19. What are the main academic inputs under one-year PGDIGC?**

(i) Seminar Presentation (ii) Dissertation (iii) Group Project (iv) Field work/Placement (v) Internship

**Q.20. What are the career opportunities for one-year PGDIGC?**

The students on successful completion of these courses can find jobs in the Govt. or Non-Govt. Institutions working for old age care as:

- Project Director and Programme Managers
- HRD Professionals
- Counselors and Consultants in Community Based Organizations
- Associates with Residents Welfare Association (RWA)
- Welfare Officers / Middle level Professional in Hospitals/Nursing Homes.

**Q.21. What is the eligibility of six- month course?**

Matriculation examination or the Indian School Certificate Examination, which is equivalent to secondary examination

**Q.22. What is the course curriculum of 6-month course in Geriatric care?**

The Course curriculum covers Social Gerontology, Basic Geriatrics, Applied Geriatrics and Applied Nursing as main components.

**Q.23. What are the main academic inputs under six-month Course?**

House Hold Surveys, Exposure Visits and Field Work in Old Age Homes/Age Care Institutions and Visits to Hospitals.

**Q.24. What are the career opportunities for six-month course?**

Career opportunities may be available in the form of:

- Home carer
- Social worker
- Emergency relief worker
- Health worker
- Project assistant
- Physiotherapy Assistant
- Assistant- Mobile- Medicare unit.

- Nursing Assistant
- Home Nursing Assistant

**Q.25. From where we can obtain the list of NISD trained care givers?**

You may refer to Old Age Care in the NISD's website [www.nisd.gov.in](http://www.nisd.gov.in) for the [list of Care Givers\(Clickable\)](#).

**Q.26. When is the International Day of Older Persons observed ?**

UN General Assembly designated 1st October as International Day of Older Persons by resolution 45/106 of 14th December, 1990 following up on initiatives such as the Vienna International Plan of Action on Ageing, adopted by the 1982 World Assembly on Ageing and endorsed later that year by the General Assembly. Thereafter 1st October is observed as International Day of Older Person every year.

**Q.27. How did GoI celebrated last International Day?**

The Ministry of Social Justice of Empowerment, Govt. of India in collaboration with NISD, Anugrah and other NGOs celebrated the International Day of Older Persons on 1st October 2004. The theme of the event was "Older Persons in an Intergenerational Society". The highlight of the celebration was "Chirayushya Samman". Some prominent senior citizens were felicitated with this Samman for their exemplary contribution to various walks of public life even after attaining the age of 70 plus by Smt. Meira Kumar, Union Minister, Social Justice & Empowerment.

**Q.28. Did India participate in Second UN World Assembly on Ageing?**

The Second UN World Assembly on Ageing was organized in Madrid, Spain from 8- 12 April, 2002 with the main objective of promoting 'A Society For All Ages' and respond to Challenges of population Ageing. The Indian Delegation led by the Union Minister for Social Justice & Empowerment and comprising senior officers of India, Indian Ambassador in Spain and others participated in the Assembly.

**Q.29. What was the outcome of the Second UN World Assembly on Ageing?**

At the closing of the Second World Assembly on Ageing in Madrid, Spain, World Governments set out the blue print for an international response to the opportunities and challenges of Population Ageing in the twenty-first century and the promotion of the concept of a "Society for all ages", the main theme of the event. The Assembly made a political declaration and adopted Madrid International Plan of Action –2002.

## **Child Protection (FAQs)**

### **1. Who is a Child?**

The Juvenile Justice (Care & Protection of Children) Act 2000 defines a “child as a person who has not completed eighteenth year of age”. This definition is in congruence with the Convention on the Rights of the Child.

### **2. What is Child Protection?**

The term ‘Child Protection’ is used in different ways by different organisations in different situations. Children are often subjected to violence, exploitation, abuse and neglect. In its simplest form, child protection addresses every child’s right not to be subjected to harm. It complements other rights that, inter alia, ensure that children receive what they need in order to survive, develop and thrive.

A successful protection action increases a child’s chances to grow up healthy, confident and self-respecting both physically and mentally and therefore less likely to abuse or exploit others, including his or her own children.[1]

### **3. Who is a Juvenile?**

As defined by the Juvenile Justice (Care & Protection of Children) Act 2000, “juvenile is a person who has not completed eighteenth year of age”. The term ‘Juvenile’ has been used in the Act in the context of Juvenile in Conflict with Law.

### **4. What is Juvenile Justice (Care & Protection of Children) Act 2000?**

The Juvenile Justice (Care & Protection of Children) Act 2000 is the primary law for care & protection of children in India. The Act intends to consolidate and amend the law relating to juveniles in conflict with law and children in need of care & protection, by providing for proper care, protection and treatment by catering to their developmental needs, and by adopting a child friendly approach in the adjudication and disposition of matters in the best interest of the child.

### **5. Who is a Juvenile in Conflict with Law?**

The Juvenile Justice (Care & Protection of Children) Act 2000 refers a juvenile alleged to have committed an offence as a Juvenile in Conflict with Law.

### **6. Who is a Child in Need of Care and Protection?**

As defined by Juvenile Justice (Care & Protection of Children) Act 2000, children in need of care & protection means a child who is found without any home or settled place or abode and without any ostensible means of subsistence resides with a person (whether a guardian of the child or not) and such person has threatened to kill or injure the child and there is a reasonable likelihood of the threat being carried out, or has killed, abused or neglected some other child or children and there is a reasonable likelihood of the child in question being killed, abused or neglected by that person;

- is mentally or physically challenged or ill or suffering from terminal diseases or incurable diseases having no one to support or look after;

- has a parent or guardian and such parent or guardian is unfit or incapacitated to exercise control over the child;
  - does not have parent and no one is willing to take care of or whose parents have abandoned him or who is missing and run away child and whose parents cannot be found after reasonable inquiry;
  - is being or is likely to be grossly abused, tortured or exploited for the purpose of sexual abuse or illegal acts;
  - is found vulnerable and is likely to be inducted into drug abuse or trafficking;
- 
- is being or is likely to be abused for unconscionable gains;
  - is victim of any armed conflict, civil commotion or natural calamity.

### **7.What is Juvenile Justice Board (JJB)?**

As provided by the Juvenile Justice Act 2000, the Juvenile Justice Boards (JJBs) are established by the State Government to deal with matters relating to juveniles in conflict with law. The JJB consists of a panel of Metropolitan Magistrate or Judicial Magistrate of the first class and two social workers of whom at least one shall be a woman.

### **8.What is Child Welfare Committee (CWC)?**

The Juvenile Justice Act 2000 empowers the State Government to establish Child Welfare Committees (CWCs) in every district or a group of districts to deal with children in need of care & protection. CWC has the final authority to dispose of cases for the care, protection, treatment, development and rehabilitation of children in need of care & protection and to provide for their basic needs and protection of human rights. The Committee consisting of 5 members including a Chairperson and four other members, one of whom should be a woman & another an expert on matters concerning children.

### **9.What is Special Juvenile Police Unit (SJPU)?**

As provided by the Juvenile Justice Act 2000, SJPU of which all police officers designated as juvenile/child welfare officers are members to be setup in every district and city to coordinate and upgrade the police treatment of the juveniles and the children. The Act provides for at least one police officer in every police station with aptitude and appropriate training and orientation to be designated as Juvenile/Child Welfare Officer to handle juvenile/child in coordination with the police.

### **10.What is the status of implementation of Juvenile Justice Act 2000?**

As per the information available with Ministry of Social Justice & Empowerment, 28 States and UT Administrations have framed/enacted their respective State Rules under Juvenile Justice (Care & Protection of Children) Act 2000. These States/UT's are in the process of setting up JJBs, CWCs and other institutional infrastructure for effective implementation of the Act. For the current status of implementation of JJ Act 2000, please visit <http://www.socialjustice.nic.in/social/impleJJ.htm>

### **11.What is Adoption?**

The very basic definition of adoption is that it is the creation of a parent-child relationship between persons who are not related so by birth. The minimum function of law in creating this artificial parent-child relationship is to put it on par with the natural



one. In practical terms, it means that the same mutual rights and obligations that normally exist between parent and a child born to them would automatically apply to the adopted child in relation to the adopted family.

### **12. Who regulates adoption service in India?**

The Central Adoption Resource Agency (CARA) monitors and regulates the working of adoption agencies, which are recognised by the Central Government. It also works in close co-operation with voluntary coordination agencies and enlisted Indian and foreign placement agencies. The main objective of this Agency is to facilitate the adoption of as many Indian children as possible.

### **13. What is Foster Care?**

Foster care is a unique situation of temporary family-based care to children who cannot remain in their own home due to child protection concerns or exceptional special needs or who are ultimately to be given in adoption. In foster care the child is placed in a family for short or extended period of time depending upon the circumstances where the child's own parent(s) usually visit regularly and eventually after the rehabilitation, where the children may return to their own homes.

The Foster Care Programme is based on the belief that a family is the best environment for raising a child. A foster family is a temporary family for a child whose birth family is unwilling or unable to assume full responsibility for the child. The goal of foster care is to return the child to his or her own family as soon as possible.

### **14. What is Child Sponsorship?**

Child sponsorship is a way of raising long-term support for children whilst providing a rich and rewarding experience to donors. Child sponsorship establishes a relationship between a donor and a single child in a way that personalizes the challenges of community development while allowing donors to see how their money is making a difference to the life of an individual child, family and their community. Sponsorship helps provide necessities such as access to education, health care, nutrition and other needs

The Juvenile Justice Act 2000 provides for sponsorship programme for providing supplementary support to families, to children homes and to special homes to meet medical, nutritional, educational and other needs of children with a view to improving their quality of life. It empowers the State Government to make rules for the purposes of carrying out various schemes of sponsorship of children, such as individual-to-individual sponsorship, group sponsorship or community sponsorship.

### **15. What is CRC?**

The term 'CRC' stands for Convention on the Rights of the Child. It is a universally accepted UN Convention ratified by all the Countries except U.S. The Convention prescribes a set of standards to be adhered to by all State parties in securing the best interest of child. It lays down four sets of rights namely, Right to Development, Right to Protection, Right to Survival and Right to Participation. The General Assembly of United Nations adopted the Convention on 20th November 1989 and the Government of India ratified it on 11th December 1992.

## **16 What is Rights based approach?**

A rights-based approach to programming means that we must be mindful in our development work of the basic principles of human rights that have been universally recognized and which underpin both CRC and Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) to ensure:

- equality of each individual as a human being;
- inherent dignity of each person;
- rights to self determination, peace and security.

Programming from a rights perspective does not mean that for every article of a convention there must be specific indicators to measure it and an appropriate programme/ project-level response. The foundation articles of CRC express the overarching principles of: non-discrimination, the best interest of the child, the right to participate and have one's views considered and the right to survive and develop.

## **17. Why do we need a Rights based approach for child protection?**

A rights-based approach is fundamentally different from a needs-based approach. Approaching a situation from the rights perspective informs and empowers people of what their legal rights are. By approaching the needs of children from a rights perspective, all action on behalf of children is based on their rights as a matter of law, not simply on the fact that they need a certain type of response.

## **18. What is Child Trafficking?**

Child trafficking is defined as the recruitment, transportation, transfer, harboring or receipt of persons below the age of 18 years, within or across borders, by means of threat or use of other forms of coercion, of abduction, of deception, of the abuse of power or of position of vulnerability or, of the giving or receiving payment or benefits to achieve the consent of a person, with intention or knowledge that it is likely to cause or lead to exploitation.[2] Main elements of child trafficking are:

- Involvement of persons below the age of 18 years;
- Geographical displacement of such person(s) either by way of procurement, sale, purchase, recruitment, transportation, transfer or harbouring;
- Use of force, threat, intoxication/substance abuse, deception or fraud;
- Pecuniary consideration for using this force, threat, intoxication/ substance abuse, deception or fraud on such persons;
- Gain or profit to another set of people; and
- Exploitation of children either during the process of being trafficked or as the end result of trafficking.

## **19. What is Child Abuse?**

Child Abuse is physical, sexual, or emotional maltreatment or neglect of children by parents, guardians, or others responsible for a child's welfare. Physical abuse is characterized by physical injury, usually inflicted as a result of a beating or inappropriately harsh discipline. Sexual abuse includes molestation, incest, rape, prostitution, or use of a child for pornographic purposes. Neglect can be physical in nature (abandonment, failure to seek needed health care), educational (failure to see that a child is attending school), or emotional (abuse of a spouse or another child in the

child's presence, allowing a child to witness adult substance abuse). Inappropriate punishment, verbal abuse, and scapegoat are also forms of emotional or psychological child abuse. Some authorities consider parental actions abusive if they have negative future consequences, e.g., exposure of a child to violence or harmful substances, extending in some views to the passive inhalation of cigarette smoke.[3]

## **20. What is Trauma?**

Trauma is the situation in which the abused child is after the abuse. Traumatized children may also be those who have been traumatized due to sudden death of parents, national calamities, etc.

## **21. Who is a street child?**

As defined by World Health Organization[4] street child may be:

- **A child of the streets**, having no home but the streets. The family may have abandoned him or her or may have no family members left alive. Such a child has to struggle for survival and might move from friend to friend, or live in shelters such as abandoned buildings.
- **A child on the street**, visiting his or her family regularly. The child might even return every night to sleep at home, but spends most days and some nights on the street because of poverty, overcrowding, sexual or physical abuse at home.
- **A part of a street family**. Some children live on the sidewalks or city squares with the rest of their families. Families displaced due to poverty, natural disasters, or wars may be forced to live on the streets. They move their possessions from place to place when necessary. Often the children in these 'street families' work on the streets with other members of their families.
- **In institutionalized care**, having come from a situation of homelessness and at risk of returning to a homeless existence.

## **22. Why children abuse drugs?**

Adolescence is a time for trying new things. Children use drugs for many reasons, including curiosity, loneliness, because it feels good, to reduce stress, to feel grown up or to fit in. It is difficult to know which child will experiment and stop and which will develop serious problems.

## **23. What are the warning signs of child drug abuse?**

Warning signs of a potential drug problem include:

- Drop in academic performance
- Lack of interest in personal appearance
- Withdrawal, isolation, depression, fatigue
- Aggressive, rebellious behavior
- Hostility and lack of cooperativeness
- Deteriorating relationships with family
- Change in friends
- Loss of interest in hobbies and/or sports
- Change in eating/sleeping habits
- Evidence of drugs or drug paraphernalia (e.g., needles, pipes, papers, lighters)

- Physical changes (e.g., running nose not from cold, red eyes, coughing, wheezing, bruises, needle marks)

## **24.What to do if your child is abusing drugs?**

In a small percentage of cases, parents can work with their own kids to get them to stop using drugs. This might be easiest when the young person is just using drugs occasionally to have a good time. And, of course, the earlier you start talking to your children about drugs, the better the chances are they won't become involved with them. If a child reaches the age of 20 without using alcohol, tobacco or marijuana, the probability is almost zero he or she will ever develop a serious drug problem.

But if you suspect your child is really trying to self-medicate, or if you suspect your child is using regularly or even is addicted, you need to get help right away from the professionals. These are not problems the typical parents can handle alone. And help is available. There are many voluntary organizations and professional social workers, counselors, psychologists and psychiatrists well trained to deal with drug use problems. It may well be the beginning of a lifetime of problems that could be prevented with early intervention.

## **25.What is HIV?**

HIV (human immunodeficiency virus) is the virus that causes AIDS. This virus may be passed from one person to another when infected blood, semen, or vaginal secretions come in contact with an uninfected person's broken skin or mucous membranes. In addition, infected pregnant women can pass HIV to their baby during pregnancy or delivery, as well as through breast-feeding. People with HIV have what is called HIV infection. Some of these people will develop AIDS as a result of their HIV infection.[5]

## **26.What is AIDS?**

AIDS stands for Acquired Immunodeficiency Syndrome.

Acquired – means that the disease is not hereditary but develops after birth from contact with a disease causing agent (in this case, HIV).

Immunodeficiency – means that the disease is characterized by a weakening of the immune system.

Syndrome – refers to a group of symptoms that collectively indicate or characterize a disease. In the case of AIDS this can include the development of certain infections and/or cancers, as well as a decrease in the number of certain cells in a person's immune system.

A diagnosis of AIDS is made by a physician using specific clinical or laboratory standards.

## **27.What causes AIDS?**

AIDS is caused by infection with a virus called human immunodeficiency virus (HIV). This virus is passed from one person to another through blood-to-blood and sexual contact. In addition, infected pregnant women can pass HIV to their babies during pregnancy or delivery, as well as through breast feeding. People with HIV have what is called HIV infection. Some of these people will develop AIDS as a result of their HIV infection.

### **28. Does AIDS affect children?**

Yes, children can be both infected and affected by AIDS. Over 2.5 million children worldwide are now infected with HIV. If HIV continues to spread in countries, there will be a great increase in deaths among infants and children. It is also estimated that by the year 2000, 10 million children will have been orphaned as their parents die of AIDS.

### **29. How can children and young people be protected from HIV?**

Children and adolescents have the right to know how to avoid HIV infection before they become sexually active. As some young people will have sex at an early age, they should know about condoms and where they are available. Parents and schools share the responsibility of ensuring that children understand how to avoid HIV infection, and learn the importance of tolerant, compassionate and non-discriminatory attitudes towards people living with HIV/AIDS.

### **30. How does a mother transmit HIV to her unborn child?**

An HIV-infected mother can infect the child in her womb through her blood. The baby is more at risk if the mother has been recently infected or is in a later stage of AIDS. Transmission can also occur at the time of birth when the baby is exposed to the mother's blood and to some extent transmission can occur through breast milk. Transmission from an infected mother to her baby occurs in about 30% of cases.

### **31. Can HIV be transmitted through breast-feeding?**

Yes, the virus has been found in breast milk in low concentrations and studies have shown that children of HIV-infected mothers can get HIV infection through breast milk. Breast milk, however, has many substances in it that protect an infant's health and the benefits of breast-feeding for both mother and child are well recognized. The slight risk of an infant becoming infected with HIV through breast-feeding is therefore thought to be outweighed by the benefits of breast-feeding.

### **32. What is NICP?**

National Initiative for Child Protection (NICP) is a campaign initiated by the Ministry of Social Justice & Empowerment through National Institute of Social Defence (NISD) and Childline India Foundation. "To every child a childhood" is the vision of NICP. It hopes to achieve this by facilitating a clear understanding of Child Rights and Juvenile Justice (Care & Protection of Children) Act 2000 among the members of allied systems, NGOs and others. NISD carries out intensive training and capacity building of different levels of functionaries working under juvenile justice system in the country.

### **33. What are the training and capacity building programmes under NICP by NISD?**

Child Protection Division of NISD is responsible for building capacities of service providers, promoting research and documentation in the areas of child protection & juvenile justice. The division under NICP implements a series of long and short term courses on the issues on child protection and juvenile justice. Some major training and capacity building programmes of NISD under NICP are One Month Certificate Course on Child Protection

- Training on Counseling Skills for Street Educators
- Specialized orientation and training packages on Juvenile Justice for:

- a) Police Personnel
- b) Members of JJB and CWC
- c) NGO functionaries
- d) Government functionaries- Superintendents of homes, probation officers, Dist. Social welfare officers, other functionaries of state Govt
- e) Training of Trainers.

Training on specialized care for children affected by HIV/AIDS

- Training on specialized care for children affected by Drug Abuse
- Training on Institutional Management of Adolescents

### 34. What is CHILDLINE?

CHILDLINE is a 24 hours free phone service initiated by the Ministry of Social Justice & Empowerment in 1998-99. A child in distress or an adult on his behalf can access the service by dialing the number 1098 on telephone. It provides emergency assistance to a child in distress and subsequently based upon the child's need, the child is referred to an appropriate organization for long-term follow up and care. The CHILDLINE Service is currently operational in 65 cities. To see the presence of CHILDLINE Service, please visit <http://www.childlineindia.org.in/childlinepresence.htm>

### 35. What is Allied Systems?

Allied systems include those that come into direct or often daily contact with children. They have a tremendous role in creating child friendly environment. The allied systems include Police, Health care system, Judiciary, Juvenile Justice System, Education System, Transpiration system, Labour department, Media, Department of Telecommunications, Corporate Sector, Elected representatives and all of us.

### 18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)  
N.A.
- Fee
  1. **A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Director, National Institute of Social Defence, New Delhi.**
  2. **For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Director, National Institute of Social Defence, New Delhi at the following rates:**
    - (a) **rupees two for each page ( in A-4 or A-3 size Paper ) created or copied;**
    - (b) **actual charge or cost price of a copy in larger size paper;**
    - (c) **actual cost or price for samples or models; and**

**(d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof ) thereafter.**

**3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Director, National Institute of Social Defence, New Delhi at the following rates:**

**(a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and**

**(b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.**

- How to write a precise information request – Few Tips.

**Any individual seeking information may send a formal request in the name of Public Information Officer-NISD, National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066.**

- Right of the Citizen in case of denial of information and procedure to appeal.  
**In case of denial of information, any citizen may write or contact to the Departmental Appellant Authority, Director-NISD, National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066.**

### **18.3 With relation to training imparted to public by Public Authority**

Enclosed here with annexure (i) to (v).

## Annexure-I

### DRUG ABUS PREVENTION Training Programmes conducted during the year 2003-04

S.No.	Programme	No. of Programme	Venue	Total No trained
1.	One Month Basic Course on Drug Abuse Prevention (one each)	06	New Delhi (2 course) Chennai/Pune/Calcutta/Imphal	138
2.	One Month Apprenticeship Course on Drug Abuse Prevention	05	New Delhi Chennai/Pune/Calcutta/Imphal	25
3.	5 Day Specialized Courses on selected Thematic issues of Drug Abuse Prevention	08	Chennai/Nagpur/ Delhi\Patna/ Aizawl/Kohima/ Bhubaneswar/ New Delhi	176
4.	5 Day Training of Trainers (TOT)	02	New Delhi	47
5.	3 Day Management Development Programme (MDP)	09	Ahmedabad/Chandigarh/ New Delhi/Aizwal/ Lucknow/Mumbai/ Bhubaneswar/Imphal/ Mangalore	200
6.	3 Day Convergence Course	06	Chandigarh/Trivandrum/ Lucknow/ Mumbai/ Bhubaneswar/ Imphal	147
7.	5 Day Programme on Treatment and Rehab in prisons/ correctional settings	01	New Delhi	25
8.	2 Day Meeting Strategy document Alcohol & Drug Demand Reduction	01	Agra	08
9.	RRTC Meeting	01	New Delhi8	20
	Total	39		786



## Annexure-II

### DRUG ABUSE PREVENTION List of Regional Resource Training Centres (RRTCs)

<b><u>Region</u></b>	<b>Name of RRTC</b>	<b>Contact Person</b>	<b>States Included</b>
South Zone	TTK Ranganathan Clinical research Foundaton, IV, Main Road, Indira Nagar, Chennai-6000020 Tamil Nadu	Dr. Ms. Shanti Ranganathan, Hony. Secretary, Tel:044-491-8461/2948/4416428 Fax: 044-8117150 E-mail: <a href="mailto:ttcrf@md2.vsnl.net.in">ttcrf@md2.vsnl.net.in</a>	Pondicherry, A.P., T.N. Kerala, Karnataka and Lakshadweep
East Zone	Vivekananda Education Society, 25/1A, Diamond Harbour Rd., Arcadia, Calcutta-700034, West Bengal  Calcutta Samaritans, 48, Ripon Street Calcutta-700016, West Bengal	Mr. C.G. Chandra, Secretary Tel:033-4680365, 468, 1550 Fax:033-4680364 E-mail: <a href="mailto:chandra@cal.vsnl.net.in">chandra@cal.vsnl.net.in</a> <a href="mailto:chandanchandra@hotmail.com">chandanchandra@hotmail.com</a>  Mr. Vijayan Pavamani, Hony. Director Tel.033-2295920/2299731 Fax:033-2178097 E-mail: <a href="mailto:emcal@giasclol.vsnl.net.in">emcal@giasclol.vsnl.net.in</a> <a href="mailto:calsam@satyam.net.in">calsam@satyam.net.in</a>	West Bengal (except Darjeeling) A&N Island, Orissa, South Tripura  Jharkhand, Bihar, Sikkim, Darjeeling
North East Zone	Kripa Foundation, D, Block, Near Catholic Publication Centre, Kohima-797001, Nagaland  Galaxy Club, Singjamei MathakChongtham Leikai, Imphal-795001, Manipur  Mizoram Social Defence & Rehabilitaton Board (MSDRB), Chaltlan, Aizawl-796001 Mizoram	Dr. Joyce Angami, Project Director, Fax:0370-242224  Dr. A. Jayanta Kumar President Tel: 231117® E-mail: <a href="mailto:Jayanta_isd@hotmail.com">Jayanta_isd@hotmail.com</a>  Dr. Lalnunthara, C.E.O., Mizoram Tel:349 320/394 321	Nagaland, Meghalaya & East-Arunchal Pradesh  Manipur, Assam  Mizoram, North Tripura
West Zone	Muktangan Mitra, Krishna Patrakar Nagar, Pune-411053 Maharashtra	Dr. Anil Awachat, Secretary Tele-Fax: 020-565 9407	Goa, Maharashtra, Chattisgarh, M.P. (excluding Gwalior), Daman & Diu, Dadar & Nagar Haveli, Gujarat
North Zone	Society for Promotion of Youth & Masses (SPYM), B4/3054, Vasant Kunj, New Delhi-110070	Dr. Rajesh Kumar Executive Director Tel-Fax:011-2689-3872/6229 E-mail: <a href="mailto:spym@vsnl.com">spym@vsnl.com</a>	Gwalior, H.P. Rajasthan, Delhi, H.P. J&K, Haryana, Punjab and Chandigarh

## Annexure-III

### CHILD PROTECTION

#### Training Programme conducted during the year 2003-04

S. No	Programme	No. of Prog.	Venue	Total No. of trained
1.	Regional Level Training programme for Govt. Functionaries	4	Bangalore, Chandigarh, Hyderabad, New Delhi	120
2.	Regional Level Training Programmes for JJ Board Members, Police and Justice Functionaries	4	Bhubaneswar, Imphal, Lucknow, Shimla	120
3.	Regional Level Training Programmes for NGO Functionaries	5	Bhubaneswar, Bhopal, Chandigarh, Guwahati, Hyderabad	150
4.	State Level Training programmes for Govt. Functionaries	3	Bhopal, Jaipur, Mizoram	75
5.	State Level Training Programmes for JJ Board Members, Police and Justice Functionaries	4	Bangalore, Hyderabad, Patna, Varanasi	100
6.	State Level Training Programmes for NGO Functionaries	7	Allahabad, Chennai, Cuttack, Delhi, Ludhiana, Pune, Trivandrum	175
7.	Orientation & Training for Police Personnel on JJ Act	3	Hyderabad, Kolkata	100
8.	Meeting of the working group for Juvenile standardization of training module for Justice Functionaries (Module-2)	1	New Delhi	8
9.	National workshop of professionals to standardize and finalize training modules on Juvenile Justice developed by NISD (Module-1 &3)	1	New Delhi	30
10.	National Conference on Child Abuse for Multi-disciplinary Professionals	1	Chennai	100
11.	National Consultation on Management of Juvenile Institutions	1	New Delhi	25

12.	National Level Training of Trainers Programme on Juvenile Justice	1	New Delhi	31
13.	National Meeting of NGOs working with Children in Need of Care & Protection	1	New Delhi	103
14.	Orientation Programme for NGOs working under JJ System in Tamilnadu	1		30
15.	Orientation on Juvenile Justice System with the Chairpersons and members of Juvenile Justice Boards and Assistant Public Prosecutors	1		30
16.	Orientation on Juvenile Justice System with the members of District Level Advisory Boards	1		30
17.	Orientation on Juvenile Justice System with the members of District Level Advisory Boards	1		30
18.	Workshop on Juvenile Justice Emerging Trends	1	Srinagar	58
<b>Child Protection-Programmes organized with UNICEF Support</b>				
19.	Southern Regional Counseling Training Programme for Street Educators of organization working with Children	1	Trivandrum	30
20.	Western Regional Counseling Training Programme for Street Educators of organization working with Children	1	Pune	29
21.	National Consultation on Development of a Website for Missing Children	1	New Delhi	28
22.	State Specific Consultation on Development of a Website for Missing Children	1	Kolkata	22
23.	Regional Consultation on Development of a Website for Missing Children for Eastern Region	1	Kolkata	17
	Total			1411

## CHILD PROTECTION

### Collaborating Agencies

Sl. No.	Region	Organisation
1.	North	<b>Institute of Human Behaviour &amp; Allied Sciences (IHBAS)</b> Dilshad Garden, Delhi Phone: 011-2113395/2229227/2283056 Email: <a href="mailto:ngd2001@hotmail.com">ngd2001@hotmail.com</a>
2.	East	<b>The Calcutta Samaritans</b> 48, Rippon Street, Kolkata-700 016 Phone: 033-2295920/9731 Fax: 033-2178097 Email: <a href="mailto:emcal@giasclo1.vsnl.net.in">emcal@giasclo1.vsnl.net.in</a> <b>CINI ASHA</b> 63, Rafi Ahmad Kidwai Road, Kolkata Phone: 033-2465301/2542706 Email: <a href="mailto:ciniasha@giasclo1.vsnl.net.in">ciniasha@giasclo1.vsnl.net.in</a> <b>Open Learning Systems (OLS)</b> Plot No.G-3-A/1, Gadakana Mouza, P.O Manchewar Railway Colony, Bhubaneshwar-751017 Phone: 0674-2301626 Fax: 0674-2301626 Email: <a href="mailto:kasturi_m@hotmail.com">kasturi_m@hotmail.com</a>
3.	West	<b>Tata Insititute of Social Sciences (TISS)</b> P.O Box No.8313 Deonar, Trombay Road Mumbai-400 088 Maharashtra Phone: 022-24711225 Fax: Email: <b>CHILDLINE India Foundation</b> 2 <sup>nd</sup> Floor, Nana Chowk Municipal School, Frere Bridge, Low Level, Near Grant Road Station, Mumbai-400 007 Maharashtra Phone: 022-23841098/23871098/23181098 Fax: 022-23811098 Email: <a href="mailto:dial1098@childlineindia.org">dial1098@childlineindia.org</a> Website: <a href="http://www.childlineindia.org">www.childlineindia.org</a>
4.	South	<b>Loyola Extension Services (LES)</b> Loyola College, Sreekariyam Thiruvananthapuram, Kerala-695017 Phone: 0471-2592057/8 Fax: 0471-2592059 Email: <a href="mailto:les@md2.vsnl.net.in">les@md2.vsnl.net.in</a>
5.	North East	<b>Integrated Women &amp; Child Development Centre (IWCDC)</b> Thangmeiband Yumnam Leikai, Imphal, Manipur Phone/Fax: 0385-2414889 Email: <a href="mailto:iwcdcanni5@yahoo.com">iwcdcanni5@yahoo.com</a> & <a href="mailto:iwcdcinfo@indiatimes.com">iwcdcinfo@indiatimes.com</a>

## OLD AGE CARE

### Courses Organised By NISD on Care for Older Persons

<b><i>Sl. No.</i></b>	<b><i>Title of the Course</i></b>	<b><i>Collaborating Agency</i></b>	<b><i>Venue</i></b>	<b><i>No. of participants</i></b>
<b>1.</b>	5 <sup>th</sup> Six Month Cert. Course in Geriatric Care	NISD	Delhi	30
<b>2.</b>	6 <sup>th</sup> Six Month Cert. Course in Geriatric Care	New Integrated Mgt. Agency,	Imphal	30
<b>3.</b>	7 <sup>th</sup> Six Month Cert. Course in Geriatric Care	Calcutta Metropolitan Instt. Of Gerontology	Kolkatta	30
<b>4.</b>	8 <sup>th</sup> Six Month Cert. Course in Geriatric Care	Dr. Reddy's Heritage Foundation	Hyderabad	30
<b>5.</b>	9 <sup>th</sup> Six Month Cert. Course in Geriatric Care	NISD	Delhi	30
<b>6.</b>	1 <sup>st</sup> One year PG Diploma in Integrated Geriatric Care	NISD	Delhi	20
<b>7.</b>	10 <sup>th</sup> Six Month Cert. Course in Geriatric Care	Calcutta Metropolitan Instt. Of Gerontology	Kolkatta	20
<b>8.</b>	11 <sup>th</sup> Six Month Certificate Course in Geriatric Course	New Integrated Rural Mgt. Agency	Imphal	30
			<b>Total</b>	<b>220</b>