

National Human Rights Commission  
(Coordination Section)

**CIRCULAR**

F.No.25(1)/2012-Coord.

5<sup>th</sup> January, 2015

Subject: Procedure to deal with the letters received from NGOs inviting NHRC officers to attend the seminars, training programmes, etc and request for messages/foreword from NHRC for their Souvenirs, Magazines, etc..

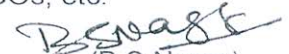
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It has come to the notice of the Commission that some NGOs/ organizations/institutions are addressing their letters directly by name to officers of National Human Rights Commission inviting them to participate in their various seminars, workshops, training programmes, etc. organizing by them and also requesting the officers for contributing message or foreword for their souvenir/manual/publications being published by them.

2. The Commission welcomes the initiatives of the NGOs and is always keen to support them in pursuance of their activities towards protection and promotion of human rights in the country.

3. However, in order to streamline the policy of the Commission with regard to the letters received in the Commission from various NGOs/organizations and institutions inviting to attend the seminars, workshop, training programmes and message for their souvenir, magazines, publications, **the Chairperson, NHRC decided that henceforth NGOs/organizations/institutions etc. may be requested to adopt the following procedure:**

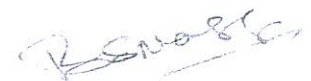
- i) All letters from the Non Governmental Organizations (NGOs) inviting participation of NHRC Officers in their various seminars, training programmes, etc. should be addressed to the Chairperson or Secretary General, NHRC.
- ii) NGOs may please address their letters to Chairperson or Secretary General, NHRC for message/foreword for their magazine, souvenir, manual, publication.
- iii) The Commission will decide the nomination of Officers for participating in the seminars, workshops, training programmes, etc. being organized by NGOs.
- iv) The message/foreword for any Souvenir/Manual/Magazine/Publication from NHRC should be from the Secretary General or Chairperson subject to verification of the credentials of the organization/institutions/NGOs, etc.

  
(B.S.Nagar)

Under Secretary (Coordination)

1. DG(I)
  2. Registrar (Law)
  3. DIG
  4. JR (Law)
  5. DS (A)/ JD(R)/DRs
  6. ARs/US(GA)/US(E)/ SRO(T)/I&PRO/AIO/Sr.AO
  7. SSA, NHRC to upload the circular on NHRC website
- Copy to:

1. Sr.PPS to Hon'ble Chairperson
2. Secretary General
3. JS (T&R)
4. JS (P&A)



(B.S.Nagar)

Under Secretary (Coordination)