

NATIONAL HUMAN RIGHTS COMMISSION

(Information published in pursuance of Section 4 (1) (b) of Right to Information Act, 2005 as on 01.12.2018)

1. Organization and Function

Sr. No.	Particulars	Details	
1.1	Particulars of the Organization, Functions and Duties	Name and address of the organization	National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi Tel No. 24651330, 2466333 Email:-cr.nhrc@nic.in
		Head of the Organization	Chairperson is the Head of the Organization. Secretary General is the Chief Executive Officer of the Commission. Composition of the Commission is available in the website (http://nhrc.nic.in/about-us/composition-of-commission)
		Vision, Mission and Key Objectives	(Enclosed)
		Functions and Duties	Functions and Duties of the Commission are defined in the PHR Act, 2003 available in the website of the Commission (http://nhrc.nic.in/acts-&-rules/protection-human-rights-act-1993-1)
		Organization chart	(Enclosed)
		Any other details-the genesis, inception, formation of the department and the HoDs from time	The National Human Rights Commission is a Statutory Organization enacted by the Parliament under the Protection of

		to time as well as the Committees/Commissions constituted from time to time have been dealt	<p>Human Rights Act, 1993 for promotion and protection of human rights in the country in conformity with the Paris Principles.</p> <p>Joint Secretary (T&R) has been designated as HoD View (International relations)</p> <p>Core Group – 9 Core Groups are set up for various issues in the Commission details of which is available in the website (view)</p> <p>Special Rapporteurs (Enclosed)</p>
1.2	Power and duties of its Officers and employees	<p>Powers and duties of officers (administrative, financial and judicial)</p> <p>Powers and duties of other employees</p>	<p>http://nhrc.nic.in/contact-us/directory-of-officers (directory of employees in the website)</p> <p>There are five Divisions in the Commission. These are: Law Division Investigation Division Policy Research, Projects and Programmes Division Training Division Administration Division (enclosed)</p>
		Rules/orders under which power and duty are derived and exercised	In terms of NHRC Service Condition Rules, 2000 pay, allowances and other conditions of service are such that of similar officers in the Central Government. Hence instructions issued by DOPT, Govt. of India as amended from time to time are being followed
		Work allocation	(enclosed)

1.3	Procedure followed in decision making process	The procedure and process are broadly as per Govt of India norms/patterns.	
1.4	Norms for discharge of functions		<p>The complaints are prioritize and efforts are made to deal with the cases as expeditiously as possible in accordance with the rules regulations and other instructions issued from time to time</p> <p>Procedure regarding enquiry of complaints are as per Chapter IV of PHR Act, 1993 http://nhrc.nic.in/acts-&-rules/protection-human-rights-act-1993-1)</p>
1.5	Rules, regulations, instructions manual and records for discharging functions		<p>The commission discharges its functions as per the mandate given to it under the Protection of Human Rights Act, 1993 and in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt. of India and the Commission from time to time. They are already available in the webiste</p> <p>(a) PHR Act, 1993 http://nhrc.nic.in/acts-&-rules/protection-human-rights-act-1993-1)</p> <p>(b) Procedure Regulations</p> <p>As regards transfer policy rotational transfer of staff within the Divisions of the Commission is made as per DOPT/CVC instructions and as per the need of the Commission</p>
1.6	Categories of documents held by the Commission under its control		Details of all the publications of the Commission are available in the

			<p>web site. The documents held by the Commission include relevant files on subjects dealt within the Commission and service documents of its officials</p> <p>http://nhrc.nic.in/publications/latest-released-publications</p> <p>http://nhrc.nic.in/publications/other-publicationss</p>
1.7	Board, Councils, Committees and other Bodies constituted as part of the Commission		<p>Core Group – 9 Core Groups are set up for various issues in the Commission details of which is available in the website</p> <p>(http://nhrc.nic.in/about-us/core-groups)</p>
1.8	Directory of Officers and employees		<p>Already available in the website</p> <p>(http://nhrc.nic.in/contact-us/directory-of-officers)</p>
1.9	Monthly remuneration received by officers and employees including system of compensation	List of employees with Gross monthly remuneration	<p>Payment of remuneration to the Chairperson and Members of the Commission are in accordance with Chairperson and Members (Salaries, Allowances and other Conditions of Service) Rules, 1993 (http://nhrc.nic.in/rti-act-2005) Point No. 18</p> <p>As regards monthly remuneration to other officers and staff, the same is as per the pay scales of 7th CPC duly approved by the Govt. (enclosed)</p>

		System of compensation as provided in its regulations	PHR Act, 1993 (http://nhrc.nic.in/acts-&-rules/protection-human-rights-act-1993-1)
1.10	Name, designation and other particulars of public information officers		enclosed
1.11	Number of employees against whom disciplinary action has been proposed/taken		Nil
1.12	Programmes to advance understanding RTI		Shri Sanjay Dubey, Director (A) has been designated as Transparency Officer for all RTI related matters
1.13	Transfer policy and transfer orders	Rotational transfer of staff within the Divisions of the Commission is made as per DOPT/CVC instructions and as per the need of the Commission	

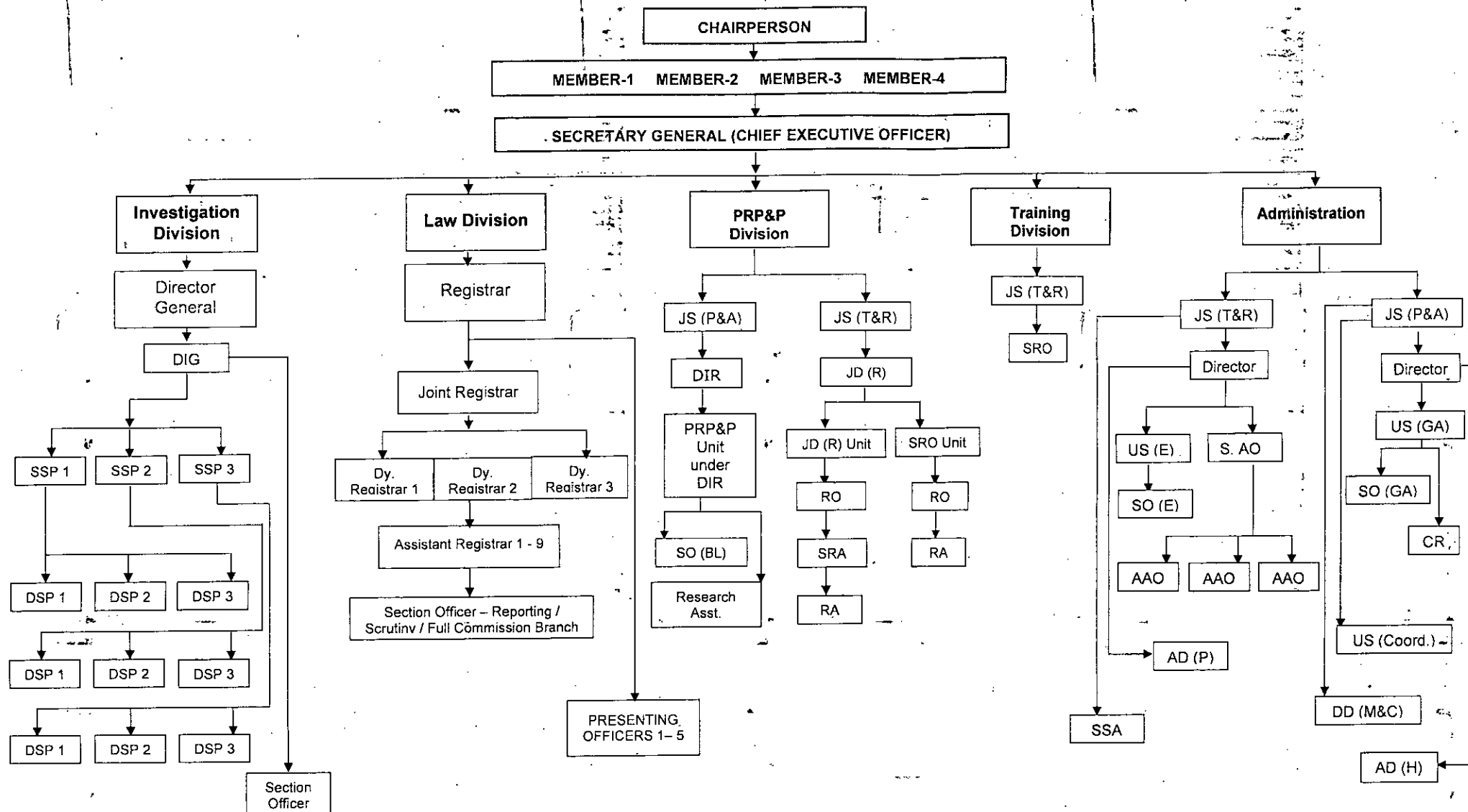
Vision, Mission and Key Objective

The National Human Rights Commission, India has been set up by an Act of Parliament under the Protection of Human Rights Act, 1993 for the protection and promotion of human rights. The functions of the Commission as stated in Section 12 of the Act and apart from enquiry into complaints of violation of human rights or negligence in the prevention of such violation by a public servant, the Commission also studies treaties and international instruments on human rights and make recommendations for their effective implementation to the Government. The Commission is responsible for spreading of human rights awareness amongst the masses and encouraging the efforts of all stake holders in the field of human rights literacy not only at the national level but at international level too. NHRC is a unique institution because it is one of the few National Human Rights Institutes (NHRIs) in the world whose Chairperson is the former Chief Justice of the country. The world looks at NHRC of India as a role model in promoting and monitoring effective implementation of promotion and protection of human rights.

Section 2(1) (d) of the PHR Act defines Human Rights as the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India.

The NHRC, India plays an active role in coordinating with other NHRIs of the world to enhance awareness from the perspective of human rights. It has also hosted delegations from UN Bodies and other National Human Rights Commissions as well as members of civil society, lawyers and political and social activists from many countries.

ORGANIZATIONAL CHART OF NATIONAL HUMAN RIGHTS COMMISSION



International relations

NHRC, India is accredited as an “A” category NHRI, in conformity with the statutes of **Paris Principles**. The NHRI that complies with the principles relating to the statutes of national institutions, commonly known as the **Paris Principles** plays a crucial role in promoting and monitoring effective implementation of international human rights standards at the national level, a role which is increasingly recognized by the international community. NHRC encourages cooperation with the other stake holders amongst which the United Nations, the Office of the United Nations High Commissioner for Human Rights (OHCHR), the International Coordinating Committee - now renamed as GANHRI (Global Alliance of National Human Rights Institutions) and the Asia Pacific Forum (APF) are of significance.

In the Annual Conference of International Coordination Committee held in 2016 at Geneva, NHRC-India emerged as the unanimous choice to be appointed as a Bureau Member of Global Alliance of National Human Rights Institutions (GANHRI, earlier ICC). Thus NHRC, India has voting rights in the GANHRI and holds governance position which implies that NHRC-India will play a crucial role in promotion and protection of human rights in the international level too.

NHRC-India is also a Founder Member of Asia Pacific Forum as well as one of the key signatories in the Universal Declaration of Human Rights (UDHR).

Special Rapporteurs

As the Commission is based in Delhi, it is not possible for the Commission to be present in the different parts of the country to ascertain the position of human rights in these areas. In order to ensure the reach of the Commission to all regions of the country, the Commission has decided to engage Special Rapporteurs who function as the eyes and ears of the Commission.

Special Rapporteur is a title given to an individual who is working on behalf of NHRC within the scope of laid down Guidelines on either a region specific mandate or on thematic issues pertaining to the human rights. "Rapporteur" is a French-derived word for an investigator, who reports to an organized body or to an institution, in this case NHRC.

The primary responsibility of the Special Rapporteur is to "examine, monitor, evaluate, advise and report" on human rights problems through "activities undertaken by special procedures, conducting visits and providing advice on emerging issues from the perspective of human rights. The Special Rapporteurs are also engaged in general promotional activities towards promotion and protection of human rights or any other duty as assigned by the Commission. Services of eminent persons who have knowledge or practical experience in dealing with the Human Rights issues and are domain experts may be utilized to assist the Commission in discharging its statutory responsibilities.

Special Rapporteurs are engaged either to cover a specified geographical area (Zonal Special Rapporteurs) or to deal with themes relating to emerging human rights dimensions, i.e. Thematic Special Rapporteurs. Presently 3 Zonal and 2 Thematic Special Rapporteurs are in position as detailed below:-

Sr. No.	Name of the Special Rapporteur	Zone/subjects covered
1	Shri Sudhir Kumar, Former Member-CAT	<u>NORTH ZONE</u> Punjab, Haryana, Chandigarh, Delhi, Himachal Pradesh, Jammu & Kashmir, Uttarakhand & Uttar Pradesh.
2	Dr. Vinod Aggarwal, IAS (Retd.) (Jharkhand Cadre)	<u>CENTRAL ZONE</u> Madhya Pradesh, Chattisgarh, Rajasthan, Bihar & Jharkhand.
3	Shri B.B. Mishra IPS (Retd) (Assam-Meghalaya Cadre)	<u>EAST ZONE</u> West Bengal, Odisha and Andaman & Nicobar Islands. <u>Additional charge of NORTH EAST ZONE</u> Nagaland, Manipur, Mizoram, Tripura, Assam, Meghalaya, Sikkim and Arunachal Pradesh
4	Shri P.K. Pincha, Former Chief Commissioner for Personal with Disabilities	Issues relating to Disabilities
5	Dr. Ashok Sahu, IES (Retd)	Issues relating to Bonded Labour / Child Labour/Migrant Labour

SPECIALIZED DIVISIONS AND STAFF

LAW DIVISION

The Law Division of the Commission handles registration and disposal of around one lakh cases each year, registered on the complains of human rights violation made to it either by the victim or any other person on behalf of the the victim or on receipt of intimation from authorities concerned, regarding custodial death, custodial rape, death in police action, or on suo motu cognizance by the Commission or on a direction or order of any court. The Division also receives information regarding deaths in police/judicial custody, deaths in the custody of defence/para military forces and custodial rapes. Suo motu cognizance of serious matters taken by the Commission is also dealt with by the Division. During the year 2017-18, 77589 complaints were received in the Commission. All complaints received in the Commission are assigned a diary number and thereafter scrutinized and processed using the Complaint Management and Information System (CMIS) software especially devised for this purpose. After registration of complaints, they are placed before the Commission for its directions and accordingly, follow up action is taken by the Division in these cases till their final disposal. Cases of important nature are taken up by the Full Commission and matters pertaining to deaths in police custody or police action are considered by the Division Benches. Some important cases are also considered in sittings of the Commission in open court hearings. The Division has also been organizing camp sittings in different State capitals to expedite disposal of pending complaints and sensitize the State functionaries on the human right issues. The Commission has also been organizing open hearings regarding atrocities on Scheduled Castes in the country to have direct interaction with the affected persons belonging to Schedules Castes. The Division further provides its views/opinion on various Bills/Draft legislations referred to it for better protection and promotion of human rights. The Law Division has come out with few important publications like “NHRC & HRD: The Growing Synergy”, etc. There is also a Focal Point for Human Rights Defenders who is accessible to HRDs round the clock through (i) Mobile No. 9810298900 (ii) Fax No. 24651334 and (iii) E-mail: hrd-nhrc@nic.in.

INVESTIGATION DIVISION

The Investigation Division is headed by an officer of the rank of Director General of Police assisted by one DIG and three Senior Superintendents of Police. Each Senior Superintendent of Police heads a group Investigation offices comprising of Deputy Superintendents of Police and Inspectors. The functioning of Investigation Division is multi dimensional, details of which are as follows:-

Spot Enquiries:- The Investigation Division conducts spot enquiries and recommends suitable action in the cases revealing human rights violation. The spot enquiries conducted by the Investigation Division not only bring out the truth before the Commission, but also send a message to all concerned – complainants, public servants, etc. The Commission orders a Spot enquiry in a range o cases concerning a variety of public authorities – from illegal detention, extra judicial killing, etc., by the police to the lack of facilities in a hospital leading to avoidable deaths. Spot enquiries enhance the confidence of general public too and instill their faith in NHRC's role in protection of Human Rights. The Investigation Division also gives its comments / observations, whenever sought, in the cases of advice / analysis, besides monitoring cases whenever referred to it.

Custodial Deaths:- As per the guidelines issued by the Commission to the State authorities, the latter are supposed to intimate the Commission in case of any death occurring in custody (whether in police or judicial custody) within 24 hours. The Investigation Division, on receiving such intimations, analyzes the reports in order to find out if there was any human rights violation involved. In order to make the analysis more professional and accurate, Investigation Division seeks help from the forensic experts on the panel of NHRC.

Fact Finding Cases:- The Investigation Division also calls upon different authorities to submit reports in “Fact Finding” cases as directed by the Commission. The Investigation Division critically analyzes these reports with a view to assist the Commission in deciding whether there is any violation of Human Rights or not. In cases where reports received are misleading or not factual, the Commission orders a spot enquiry as well.

Training:- The officers of the Investigation Division deliver lectures in training institutes and other forums, wherever they are invited to spread human rights literacy and promote awareness of the safeguards available for the protection of the human rights.

Rapid Action Cell:- From the year 2007, the Investigation Division has taken the initiative of making Rapid Action Cell functional in the Commission. Under RAC cases, the Investigation Division deals with cases which are of a very urgent nature e.g. the allegation may be regarding child marriage likely to be performed and very next day; the complainant fears that a relative or friend picked up by the police may be killed in a false encounter, etc. In all such cases, the Investigation Division takes up the urgent follow up required by the Commission. It may include speaking to authorities/complainants personally over telephone to ascertain facts, faxing the complaint to various authorities for reference and asking them to send expeditiously.

During the period 01-04-2017 to 31-03.2018, the Investigation Division has dealt with 515 such Rapid Action Cases where immediate intervention by the Commission was able to prevent not only Human Rights violation but also threats to human life & liberty in a number of cases.

Debate Competition for Personnel of Central Armed Police Forces:- In order to promote human rights awareness and spread sensitization towards it among the personnel of the Central Armed Police Forces, the Investigation Division has been regularly organizing a debate competition on such issues, every year, since 1996. Moreover, since 2004, as directed by the Hon'ble Chairperson, zone-wise debate competitions have also been organized as a run up to the final completion, for larger participation of the CAPFs all over the country. The semi final and final rounds of teams selected during zonal competitions are subsequently organized in the Capital. Each year, this event sees enthusiastic participation and an outstanding level of debate.

Debate Competition for Personnel of State Police Forces: The police today are duty bound to conform to the principles of Human Rights in discharging their duties. The lower and middle levels in the police forces are extremely crucial from the viewpoint of Human Rights because they directly come into contact with general public while discharging their duties. Since the year 2004, an attempt has been made by the Investigation Division of National Human Rights Commission to increase the level of human rights awareness among the police officials by providing necessary financial assistance to State/UTs Police Forces for conducting Debate Competitions for State Police Force personnel. At present Commission is providing amount of `15000/- for holding debates in States/UTs.

Visits to Places of Detention: There are a large number of complaints related to the living condition in jails and other institutions where persons are detained or lodged for the purpose of treatment, reformation or protection. The IOs of the Investigation Division visit Jails and other institutions in different states, as and when directed by the Commission and submit reports presenting the facts regarding specific allegations or the general condition of prisoners or inmates with regard to their human rights based on which needed follow-up action is pursued by the Commission.

POLICY, RESEARCH, PROJECTS AND PROGRAMMES DIVISION

The Policy Research, Projects and Programmes Division (PRP&P Division) undertakes and promotes research on human rights and organizes conferences, seminars and workshops on important human rights issues. Whenever the

Commission, on the basis of its hearings, deliberations or otherwise, arrives at a conclusion that a particular subject is of importance, it is converted into a project/programme to be dealt with by the PRP&P Division. Besides, it reviews policies, laws, treaties and other international instruments in force for the protection and promotion of human rights. It facilitates in monitoring the implementation of NHRC recommendations by the Central, State and Union Territory authorities. It further helps the Training Division in spreading human rights literacy and in promoting awareness about the safeguards available for the protection of human rights. The work of the Division is handled by Joint Secretary (Training & Research) and Joint Secretary (Programme & Administration), a Joint Director (Research), Section Officer, Assistant, Research Consultants, Research Associates, Research Assistants and other secretarial staff.

TRAINING DIVISION

The Training Division is responsible for spreading human rights literacy among various sections of the society. As such, it trains and sensitizes various government officials and functionaries of the State and its agencies, non-government officials, representatives of civil society organizations and students on different human rights issues. For this purpose, it collaborates with the Administrative Training Institutions/Police Training Institutions and Universities/Colleges. Besides, it conducts internship programmes for college and university students. The Division is headed by a Joint Secretary (Training & Research), who is supported by a Senior Research Officer (Training), an Assistant and other secretarial staff. Coordination Section, under the Training Division, deals with all the international matter, including international treaties and conventions. Besides, it coordinates with Camp Commission Sitzings/Open Hearings in various States/UTs, organizes Commission's annual functions, viz., Foundation Day and Human Rights Day. It is also tasked with taking care of protocol duties as well as organizing visits of Chairperson/Members/senior officers of the Commission, both at the national and international levels. Coordination Section consists of an Under Secretary, Section Officer, Assistants, Research Consultant and other secretarial staff.

ADMINISTRATION DIVISION

The Administration Division consists of Coordination Section, Establishment section, General administration section, Accounts Section, Media & Communication Unit as well as Hindi section. The work of this Division is handled by both the Joint Secretaries who are assisted by a Director, Under Secretaries, Section Officers, Assistants and other secretarial staff.

Coordination Section

Coordination section deals with all the international matters, Including international treaties and conventions. Besides, it coordinates with Commission's Camp Sitzings/Open Hearings in various States/UTs, organizes Commission's annual functions, viz., Foundation Day and Human Rights Day. It is also tasked with taking care of protocol duties as well as organizing visits of Chairperson/Members/Senior officers of the Commission, both at the national and international levels. Coordination Section is headed by Joint Secretary (P&A) and consists of an under Secretary, Section Officer, Assistants, Research Consultants and other Secretarial staff.

In addition, NHRC Library is also functions under Coordination Section. The Library, besides serving the Commission, is also a resource centre used by interns, researchers and NGOs. It contains a collection of books and a variety of documents of the United Nations, AIR Manuals, Supreme Court Reports, Government Reports, NGO Bulletins etc. It provides reference and research services to the Chairperson, Members and other officials in the Commission as well as outsiders who visit the Library.

Establishment Section

This Section looks after the service matters of the Chairperson, Members and all other officers and staff of the Commission. It deals with matters relating to allocation of business to different divisions, sections & units, framing/amendment of recruitment rules, appointment, confirmation, fixation of pay, seniority & promotion of all categories, filling up of various posts on deputation basis, absorption, posting/transfer in all grades, conversion/continuation of temporary posts, Pension cases, maintenance of ACRs of all categories, grant of permission for medical treatment & reimbursement of medical claims, grant of advances viz. GPF, House Building, conveyance, computer, LTC, TA & Festival Advances to the officers & staff of the Commission. Establishment Section is headed by Joint Secretary (T&R) and consists of an under Secretary, Section Officer, Assistants, and other Secretarial staff.

General Administration section

This Section takes care of housekeeping jobs. The Section mainly deals with procurement of stores, maintenance of office buildings, repair and maintenance of all office equipment, machinery, furniture, computers and accessories etc. It also handles purchase, maintenance and provision of office vehicles/hired vehicles to the Chairperson, Members and Senior Officers of the Commission. It also keeps liaison with CPWD, NDMC, DGS&D and other departments in purchase & construction matters. It provides logistic support to all the events organized by the Commission viz., Human Rights Day, Foundation Day, Workshops/Conferences etc. Also deals with engagement of casual workers, security arrangement for the office premises. General Administration Section is headed by Joint Secretary (P&A) and consists of an under Secretary, Section Officer, Assistants, and other Secretarial staff.

Accounts Section

This Section is functioning under the overall guidance of the Joint Secretary (T&R), consist of a Senior Accounts Officer, who functions as Drawing & Disbursing Officer, Assistant Accounts Officers, and other staff. It prepares Budget of NHRC, get it approved by the Steering Committee and forwards it to the MHA for inclusion in the Central Budget. Prepares Annual Accounts of the Commission, gets account audited by the C & AG and obtains Audit Certificate. It is also responsible for the maintenance of accounts on the externally aided projects, programmes viz. Bonded Labour Account, Punjab Mass Cremation cases Account, NHRC-UNFPA-PCPNDT Account, NHRC-APF-UNHR Account etc.

Media & Communication Unit

The media and Communication Unit disseminate information relating to the activities of the NHRC through the print and electronic media. It brings out a bilingual monthly Newsletter 'Human Rights'. The Publication Unit, responsible for bringing out all the publications of the Commission, is another crucial Unit of the NHRC. The Annual Report, BHRC English and Hindi Journal "Know Your Right" series are a few of the silent publications brought out by this Unit.

Hindi Section

The Hindi Section of the Commission arranges for the translation of complaints from Hindi and other Indian languages into English. It also undertakes translation work of the Commission, including the translation of the monthly, Newsletters, Annual Reports and other publications of the Commission. An annual Hindi journal named Manava Adhikar – Nai Dishayen is also published in Hindi. It also organizes National Seminar/Workshops on Human Rights related issues

DETAILED WORK ALLOCATIONJOINT SECRETARY (P&A)

Director (Administration)	US (Coord.)	DD (M&C)	AD(OL)
<p>1. <u>Under Secretary (GA)</u> General Administration, CR Section, Housekeeping, Vehicle maintenance & related issues.</p> <p>Purchase of miscellaneous items up-to Rs.15000/- per occasion for maintenance of office.</p> <p>Purchase of stationery items up-to Rs.15,000/- per occasion.</p> <p>2. <u>Assistant Director (P)</u> All matters related to Publications in NHRC</p>	<p>1. All existing matters relating to Coordination.</p> <p>2. Library</p> <p>Ms. Sonali Huria, Research Consultant shall handle following subjects in addition to her duties in Co-ordination and will report to JS (P&A) through US(Coord.).</p> <p>(i) Matters relating to international laws/ treaties/ conventions etc.</p> <p>(ii) Life, liberty, equality and dignity of individual as embodied in international treaties and enforceable in India.</p> <p>1. Matters relating to 'Indigenous Peoples'.</p> <p>2. Environment protection including climatic changes and pollution issues.</p> <p>3. Rights to internally displaced persons arising out of development programmes, conflicts, riots and disasters etc.</p>	<p>1. All Media and communication issues</p>	<p>1. All matters related to Hindi Division including Publication of Hindi Journal.</p>

<p>Director (Admn) – PRP & P Division Research subjects of PRP&P Division to be handled by Director</p> <p>i. Development and business issues with reference to Human Rights.</p> <p>ii. Life, liberty, equality and dignity of individual as guaranteed under the Constitution.</p> <p>iii. Criminal Justice System</p> <p>iv. Police & prisons and reform thereof</p> <p>v. Torture and terrorism</p> <p>vi. Rights of SC/ST/OBC/Minorities</p> <p>vii. Labour related issues including bonded, migrant labour and child labour.</p> <p>viii. Panchayati Raj Institutions and local Governing bodies.</p> <p>ix. 28 Districts-Visit programme.</p> <p>x. Any other work assigned by superior authorities.</p>			
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CHANNEL OF SUBMISSION OF FILES

US (GA)	→	Director (Admn)	→	JS (P&A)
US (Coord.)	→		→	JS (P&A)
AD (P)	→	Director (Admn)	→	JS (P&A)
Director (A) (In r/o matters relating to PRP&P Division)	→		→	JS (P&A)
DD (M&C)	→		→	JS (P&A)
AD (OL)	→		→	JS (P&A)

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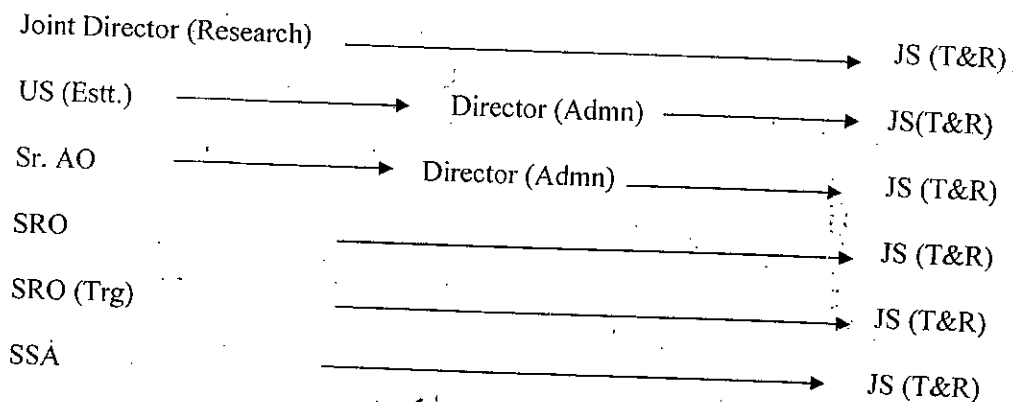
JOINT SECRETARY (TRAINING & RESEARCH)

Director (Administration)	Joint Director (Research)	SRO (Vacant. Looked after by JD (R))	SRO (Training) (Vacant. Looked after by Dir(A))	SSA
<p>1. Under Secretary(Estt.)</p> <p>All Establishment related matters including:</p> <p>1. General Provident Fund</p> <p>a) Sanction of :-</p> <p>(i) Advance from GPF</p> <p>(ii) Withdrawal from GPF</p> <p>As per prescribed rule in respect of the officers and staff up to the level of Director.</p> <p>2. Medical Reimbursement Cases</p> <p>a) Cases involving permission to undertake treatment/tests in CGHS recognized Private Hospitals/ Government hospitals in the cases where the powers are vested with the Head of Department under CSMA Rules and CGHS Rules and wherever no relaxation of the prescribed rules would be required;</p> <p>(b) Sanction of reimbursement of Medical Expenditure as per (a) above.</p> <p>3. (a) Sanction of Expenditure for payments in respect of the under mentioned items after approval of the scheme, rates, etc, by the competent Authority:-</p> <p>(i) Consultants</p> <p>(ii) Research Assistants & Research Officers</p> <p>(iii) NIC</p> <p>(iv) Hindi Translation Work</p>	<p>(i) Rights of refugees.</p> <p>(iii) Right to health including mental health, HIV/AIDS, human organ transplantation, spurious drugs, sanitation, issue relating to silicosis, Leprosy, Endosulfan etc.</p> <p>(iv) Right to food including nutrition and food adulteration issues.</p> <p>(v) Rights of the elders/ senior citizens.</p> <p>(vi) Rights to Education including Human Rights Education.</p> <p>(vii) Rights of Persons with Disability (other than mental patient).</p> <p>(viii) NHRC's Annual Report and English Journal.</p> <p>(ix) Any other work assigned by superior authorities.</p>	<p>(i) Rights of women.</p> <p>(ii) Rights of children.</p> <p>(iii) Juvenile Justice.</p> <p>(iv) Human trafficking.</p> <p>(v) Remand/ shelter homes and reform thereof.</p> <p>(vi) Right to employment, shelter, water etc.</p> <p>(vii) Sexual abuse of women and children.</p> <p>(viii) National Action Plan on Human Rights.</p> <p>(ix) Rights of reproduction.</p> <p>(x) Any other work assigned by superior authorities</p>	<p>(i) Organising one month Internship Programme – Winter & Summer.</p> <p>(ii) Organising training Programme on Human Rights.</p> <p>(iii) Visit of Students/ trainees.</p> <p>(iv) Monthly/Annual Reports/Calendar of activities of Training Division</p> <p>(v) Preparing, scheduling and monitoring of computer knowledge to all the officers and staff of the Commission.</p> <p>(vi) Imparting short-term (unpaid) training programme.</p> <p>(vii) Organising and facilitating arrangements pertaining to IFS and other central service attachment with NHRC.</p> <p>(viii) Preparing the policy and exploring the feasibility of extending training to various institutions, universities and NGOs in and around Delhi on Human Rights and related issues- as per the directions of JS (Trg).</p>	<p>i) Computerisation of NHRC and NIC matters.</p> <p>ii) Operation and maintenance of NHRC website and NHRI website.</p> <p>iii) Computerisation of SHRCs and establishment of HRC net.</p> <p>iv) Computerisation of library and documentation in e-mode.</p>

(11/11/11)

<p>(v) Advertisement in Employment Newspaper</p> <p>2. <u>Sr. Accounts Officer</u></p> <p><u>All accounts related matters including:</u></p> <p>(a) Sanction of expenditure for payments in connection with seminars and conferences after administrative approval of the Competent Authority</p> <p>(b) Release of instalments for research work after administrative approval of the project by the competent authority.</p>			<p>(ix) Giving basic training to all the new inductees in the Commission from time to time.</p> <p>(x) Processing and facilitating the cases of internship (unpaid) of foreign nationals in NHRC on case to case basis.</p> <p>(xi) Preparing list of resource persons on Human Rights at national/state level.</p> <p>(xii) Preparing of Human Rights training materials.</p>	
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CHANNEL OF SUBMISSION OF FILES



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PAY SCALE/LEVEL AS PER 6TH AND 7TH CPC

Sl.No.	Designation	Pay Scale as per 6 th CPC	Pay Level as per 7 th CPC
1.	Secretary General	Rs. 80000/- (Fixed)	17
2.	Director General (Investigation)	Rs.75500-80000/-(HAG+scale)	16
3.	Registrar (Law)	Rs. 67000-79000/-(HAG Scale)	15
4.	Joint Secretary	PB-4 Rs. 37400-67000+G.PayRs.10000/-	14
5.	Presenting Officer	PB-4 Rs. 37400-67000+G.PayRs.10000/-	14
6.	Deputy Inspector General	PB-4 Rs. 37400-67000+G.PayRs.8900/-	13A
7.	Sr. Supdt. Of Police	Rs. 37400-67000+G.PayRs.8700/-	13
8.	Director (Admn.)	PB-4 Rs. 37400-67000+G.PayRs.8700/-	13
9.	Joint Registrar	PB-4 Rs. 37400-67000+G.PayRs.8700/-	13
10.	Deputy Registrar	PB-3 Rs. 15600-39100+G.PayRs.7600/-	12
11.	Joint Director (Research)		12
12.	Sr. PPS to Chairperson	Rs. 15600-39100+G.PayRs.7600/-	12
13.	Under Secretary	Rs. 15600-39100+G.PayRs.6600/-	11
14.	Asstt. Registrar	Rs. 15600-39100+G.PayRs.6600/-	11
15.	Principal Private Secretary	Rs. 15600-39100+G.PayRs.6600/-	11
16.	Sr. Research Officer	Rs. 15600-39100+G.PayRs.6600/-	11
17.	Deputy Director (M&C)	Rs. 15600-39100+G.PayRs.6600/-	11
18.	Sr. System Analyst	Rs. 15600-39100+G.PayRs.6600/-	11
19.	Assistant Director (Publication)	Rs. 15600-39100+G.Pay Rs.5400/-	10
20.	Sr. Accounts Officer	Rs. 15600-39100+G.Pay Rs.5400/-	10
21.	Asstt. Director (Hindi)	Rs.15600-39100+G.PayRs.5400/-	10
22.	Research Officer		10
23.	Librarian/Documentation Officer	Rs. 15600-39100+G.Pay Rs.5400/-	10
24.	Dy. Suptd of Police	Rs. 9300-34800+G.Pay Rs.5400/-	9
25.	Section Officer	Rs. 9300-34800+G.Pay Rs.4800/-	8
26.	Private Secretary	Rs. 9300-34800+G.Pay Rs.4800/-	8
27.	Asstt. Accts Officer	Rs. 9300-34800+G.Pay Rs.4800/-	8
28.	Inspector	Rs. 9300-34800+G.Pay Rs.4600/-	7
29.	Sr. Research Assistant		7
30.	Personal Assistant	Rs. 9300-34800+G.Pay Rs.4600/-	7
31.	Assistant	Rs. 9300-34800+G.Pay Rs.4600/-	7
32.	Programmer	Rs. 9300-34800+G.Pay Rs.4600/-	7
33.	Sr. Translator (Hindi)	Rs. 9300-34800+G.Pay Rs.4600/-	7

Sl.No.	Designation	Pay Scale as per 6 th CPC	Pay Level as per 7 th CPC
34.	Research Assistant	Rs. 9300-34800+G.Pay Rs.4200/-	6
35.	Programmer Asstt.	Rs. 9300-34800+G.Pay Rs.4200/-	6
36.	Accountant	Rs. 9300-34800+G.Pay Rs.4200/-	6
37.	Junior Translator	Rs. 9300-34800+G.Pay Rs.4200/-	6
38.	Jr. Accountant	Rs. 5200-20200+G.Pay Rs.2800/-	5
39.	Steno Grade - D	Rs. 5200-20200+G.Pay Rs.2400/-	4
40.	Upper Division Clerk	Rs. 5200-20200+G.Pay Rs.2400/-	4
41.	Asstt. Librarian	Rs. 5200-20200+G.Pay Rs.2400/-	4
42.	Constable	Rs. 5200-20200+G.Pay Rs.2000/-	3
43.	Lower Division Clerk	Rs. 5200-20200+G.Pay Rs.1900/-	2
44.	Staff Car Driver	a. Rs. 5200-20200+G.Pay Rs.1900/- (4 posts), b. Rs. 2400/- (3 Posts) c. Rs. 2800/- (4 posts) d. Rs. 4200/- (1 post)	a. 4 Posts in Level 2 b. 3 Posts in Level 4 c. 4 Posts in Level 5 d. 1 Post in Level 6
45.	Dispatch Rider	Rs.5200-20200+G.Pay Rs.1900/-	2
46.	Multi Tasking Staff	Rs. 5200-20200+G.Pay Rs.1800/-	1

NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS (PIO)

Sr. No.	Name and Designation	RTI applications pertains to	Tel No.
1.	Smt. Sumedha Dwivedi, Senior Superintendent of Police	Investigation Division	24663237
2.	Dr. M.D.S. Tyagi	Joint Director (Research) Unit and Director (Admn) Unit	24663245
3.	Shri Mukesh, Assistant Registrar (M-1)	M-1 Section of Law Division	24663285
4.	Shri Inderjeet, Assistant Registrar (M-2)	M-2 Section of Law Division	24663287
5.	Shri O.P.Vyas, Assistant Registrar (M-3)	M-3 Section of Law Division	24663317
6.	Shri C.S, Mawri, Assistant Registrar (M-4)	M-4 Section of Law Division	24663291
7.	Shri Vikal Raj, Assistant Registrar (M-5)	M-5 Section of Law Division	24663290
8.	Shri K.K. Srivastava, Assistant Registrar	SB-1 and SB_II Sections of Law Division	24663368
9.	Shri A.K. Shrimali, Assistant Registrar	SB-III Section of Law Division	24663284
10.	Shri Kwaja A. Hafeez, Assistant Registrar	FC Section of Law Division	24663288
11.	Shri B.S. Nagar, Under Secretary	Coordination sEction, Library, Computer Cell and Training.Internship matters	24663278
12.	Shri Sanjay Kumar, Under Secretary	Establishment, Accounts Section and Media & Communication Section	24663279
13.	Shri D.M. Tripathy, Under Secretary	General Administration, Publication Unit and Hindi Section	24663280

FIRST APPELLATE AUTHORITIES (FAA)

Sr. No.	Name and Designation	RTI applications pertains to	Tel No.
1.	Smt. Chhaya Sharma, Deputy Inspector General	Investigation Division	24663372
2.	Dr. Sanjay Dubey, Director (Admn)	Administration Division and Training & Research Division	24663282
3.	Shri Sunil Arora, Deputy Registrar (In-charge Joint Registrar)	Law Division	24663227